

Declassified E.O. 12356 Section 3.3/NND No. 785021

ACC

10000/103/109

WEEKLY
FILES
FEB. 19

160

Declassified E.O. 12356 Section 3.3/NND No. 785021

10000/103/109

WEEKLY PROGRESS REPORTS & OFFICE CONFERENCE
FILES
FEB. 1946 - JAN. 1947

120

R u K files.

Group	total	numbered	pages	numb. checked	catalogued files
A (RuKo)	359	359	238,608	238,608	Ø
D (Rosen)	2240	1925	897,788	Ø	Ø
D (UCS)	906	906	932,128	932,128	Ø
F (OT)	167	Ø			167
G (Embassy)	854	Ø			854
K (High Com)	225	Ø			225
Miscellaneous	100	Ø			Ø
<u>Grand total</u>	<u>4851</u>	<u>3190</u>	<u>2,068,524</u>	<u>1,170,736</u>	<u>1246</u>

Grand total of files 4851
 numbered 3190
 to number 1661

Grand total of files 4851
 catalogued 1246
 to catalogue 3605

31 January 1947.

Major Harrison

ARCHIVES DIVISION
M/F SECTION

BOX STATE

Following is Box State as of Friday evening 31 January 1947 Ref 20/AB

1. Partially Processed - By "M" Section		<u>171</u>	171
2. Current Processing- M/F/Section		<u>65</u>	
2a. M/F Section- Processed this week	<u>24</u>		
3. Processed Awaiting Filming- R Section		<u>63</u>	
4. Microfilm Depot:			
A. Total boxes delivered this week	<u>10</u>		
B. Total boxes delivered to M/F Depot	<u>142</u>		
C. Total boxes received this week from M/F Depot to F/S	<u>9</u>		
D. Total boxes microfilmed in F/S	<u>38</u>	<u>38</u>	
E. Total boxes remaining in M/F Depot	<u>104</u>	<u>104</u>	
	TOTAL BOXES	<u>111</u>	
Empty Boxes	<u>80</u>		
Sent to Venezia Giulia	<u>111</u>		

HEADQUARTERS ALLIED COMMISSION
A P O 794
Office of the Executive Commissioner

"R" Section

Files received this week:

C.E.M. Branch	485 files
M.M.I.A. S/C	461 "
Economic Div.	93 "

NO files remain unchecked at 1730 hrs. Space is available for the storage of all the a/m files.

E.G. Focher

E.G. FUCHER
Capt. R.A.
"R" Section
Archives Division

91100

SEARCHING REPORT

ARCHIVE DIVISION

SEARCHING 11/1/47

SECTION

SEARCHING: Total files called for	Legal files on loan	Outstanding applications
100 BOOK (100000) . 33	R.I. GILLY . 4	
100 BOOK (100000) . 27	R.IV KADLE . 3	
100 BOOK (100000) . 7	R.III MILLIS . 14	6
Files on loan from	R.III LOCKERIE . 27	
100 BOOK (100000) . 38	R.III MURPHY . 4	
Files on loan from	R. KOUTSOPOULOS . 58	
100 BOOK (100000)	R.VI JACOBSON . 7	
	R.III FOREMAN . 11	
	R.IV FLORENCE . 9	
	R.III MURPHY . 4	
	TOTAL 187	

This week 16 cases were completed for Col. Jackson. Other indices and reports: 5 files were checked out for Heles and returned. Number of cases rechecked, 14. Number of cases not found 6. There are only three searches in "3" section at the present time.

THIS REPORT WAS PREPARED BY THE SEARCHING SECTION FOR THE ARCHIVE DIVISION

By S. M. Archer
 S. M. ARCHER
 Capt. U.S. Army
 High Section,
 Archives Division.

HEADQUARTERS ALLIED COMMISSION
APO 794
ARCHIVES DIVISION

Ref. 20/AB.

as on Friday evening 24 Jan. 1947

1.	Partially Processed - By "M" Section	<u>187</u>	
2.	Current Processing - By M/F Section	<u>75</u>	
3.	Processed Awaiting Filming - "R" Section	<u>47</u>	
4.	Microfilm Depots:		
A.	Boxes delivered this week	<u>18</u>	
B.	Total Boxes delivered to M/F Depot	<u>114</u>	<u>132</u>
C.	Total Boxes received this week from M/F Depot to F/S	<u>Nil</u>	
D.	Total Boxes Microfilmed in F/Store	-	<u>29</u> <u>29</u>
E.	Total Boxes remaining in M/F Depot	<u>103</u>	<u>103</u>

TOTAL BOXES 441

Empty boxes 80

Boxes sent to Venezia Giulia Nil

Q
R SECTION

WEEKLY REPORT - 25 January 1947

18 Jan.	Economic Section (COM Cables)	Bundles	3	Files	22
18 Jan.	Industry & Utilities S/D	"	1	"	16
21 Jan.	Transportation S/D Tr. Files	"	4	"	28
23 Jan.	Industry & Util. S/D Resp Div. Files	"	3	"	137

E.G. TOOMER, Capt. R.A.

0013

	<u>R & K files.</u>				
	<u>total</u>	<u>numbered</u>	<u>checked</u>	<u>catalogued</u>	<u>number of sheets</u>
A (RuKo)	359	359	359	Ø	238,608
B (ROGES)	2240	1680	Ø	Ø	799,183
D (UCS)	906	906	906	Ø	932,128
G (Embassy)	854	Ø	Ø	854	?
F (OT)	167	Ø	Ø	167	?
K (High C)	225	Ø	Ø	180	?
Miscellaneous	100	Ø	Ø	Ø	?
<u>Total</u>	<u>4851</u>	<u>2945</u>	<u>1265</u>	<u>1201</u>	<u>1,929,899</u>

25 January 1947.

00714

HEADQUARTERS
ALLIED COMMISSION A.P.O. 794
SEARCHING SECTION
ARCHIVES BRANCH

24, Jan. 1947

Subject : Legal Cases for Legal Division.

TO : All Concerned.

1. Total N° of legal cases searched and found as of this date 24, Jan. 1947 is 90.

2. Due to the misunderstanding concerning the word "Case", numerous files had to be re-checked.

R.G. McCRAKEN
Capt. Inf.

00712

11100

PROGRESS REPORT

NEW BODIG 24/11/47

ACHIVE BUREAU

S' SECTION

Region or Hq.

Bundles received this week

<p>Searching: Total files called for:</p> <p>LOG BOOK (Legal) 222</p> <p>LOG BOOK (General) 13</p> <p>FILES ON LOAN from LOG BOOK GENERAL . . . 49</p> <p>FILES ON LOAN from LOG BOOK (REGIONAL) NONE</p>	<p>Legal Files on Loan:</p> <p>Sicily .5</p> <p>Lazio .3</p> <p>Umbria .14</p> <p>Campania 21</p> <p>Venezia .4</p> <p>ROME 113</p>	<p>Outstanding Applications</p> <p>4</p>
<p>Other duties and remarks: Searched for cases for Legal Division. TOTAL No of cases Found This week for Legal. 128 cases.</p>	<p>Legal Files on Loan:</p> <p>Southern 92</p> <p>Adriatic 27</p> <p>Toscana 32</p> <p>Piemonte 6</p> <p>Liguria 2</p>	<p>Other duties and remarks: Searched for cases for Legal Division. TOTAL No of cases Found This week for Legal. 128 cases.</p>

THIS DESIGN MUST BE REPEATED EVERY FIFTH EVENING FOR SATURDAY EVENING

Sgt. C. King

Handwritten: 2
 BOX STAFF

ad on Friday evening 24 Jan 1947 Ref 20/AB

- 1. Partially Processed - By "M" Section 187
- 2. Current Processing - M/F Section 75
- 3. Processed Awaiting Filming - "R" Section 47
- 4. Microfilm Depot:
 - A. ~~Total~~ Boxes delivered this week 18
 - B. Total Boxes delivered to M/F Depot 132
 - C. Total Boxes received this week from M/F Depot to R/S Nil
 - E. Total Boxes Microfilmed in R/S 29 29
 - D. Total Boxes remaining in M/F Depot 103 103

TOTAL BOXES 441

Empty boxes 80
 Boxes sent to Venesia Giulia Nil

Microfilm Depot:

A. Total Boxes delivered this week	<u>15</u>
B. Total Boxes delivered to M/F Depot	<u>132</u>
C. Total Boxes received this week from M/F Depot to F/S	<u>29</u>
E X. Total Boxes Microfilmed in F/S	<u>103</u>
D V. Total Boxes remaining in M/F Depot	<u>103</u>
TOTAL BOXES	<u>441</u>

Empty boxes	<u>80</u>
Boxes sent to Venezia Giulia	<u>N/A</u>

00710

HEADQUARTERS ALLIED COMMISSION
 ARCHIVES DIVISION
 M/F SECTION

24 January 1947

TO : Director, Archives Division AC.
 SUBJECT : Weekly report.

1. Total documents, last report, dated 17 Jan 1947
1,248,520
2. Production to date.

REGION	FILES	DOCUMENTS (40 per file)	BOXES	DOCUMENTS (7000 per box)
Region ONE	8295	331800	52	364000
Southern	18119	724760	96	672000
Region VI	1195	47800	7	49000
Region IX	5115	204600	25	175000
T O T A L S	32724	1308960	180	1260000

Mean total 1,284,480

3. In addition there are 70 bundles of Region IX already screened and ready for cataloging. These should be boxed in the next two days. This completes Region IX.
4. During the past week the whole of Region I and Region IX (with the exception of Boxes 1-11 of Region I which had already been microfilmed) have been repacked using the new system. This operation has necessitated in the complete retyping of the lists of box contents. In effect 59 boxes have been re-processed.
5. This weeks box total shows an increase of 7 boxes over the previous total. This increase is broken down as under:-

	PREVIOUS TOTAL	EXTRA CAUSED BY REPACKING	NEW PRODUCTION
REGION I	46	31	21
REGION IX	24	nil	1

6. Number of teams working 4
" " typists 4 - 5.

7. Boxes transferred.
To Microfilm: REGION I Boxes 12-19 on 17 Jan 47
" " " I " 20-29 " 23 Jan 47
To R & S Section REGION I Boxes 20-37 on 21 Jan 47
" " " I " 38-49 " 23 Jan 47
" " " I " 50-52 " 24 Jan 47
" " " IX " 1-24 " 24 Jan 47

Total Boxes now in R & S Section 47

8. Legal production:
(a) Cards typed from Southern Region Boxes which already have been microfilmed 2,000;
(b) Cards typed from Region 5. 500;
(c) Cards typed, and cases numbered and bundled Sicily Region 1,500.

H.D. Phillips Jr.
H.D. PHILLIPS
Lieut R.T.R.
Assist. Dir. Productions

20100

PROGRESS REPORT

PER PERIOD 1/13/61... 1/14/61

SCHEDULE NUMBER

Bundles received this week

CEM Branch 264 files
 Industry & Utilities (SP) 146 "
 Industry & Utilities (PD) 198 "
 Economic Division (cables) 26 "

Region or Hy.

H Q.

Searching: total files called for:

AG BOTE (Local) 30...
 AG LOCK (General) 9...
 FILES ON LOAN FROM GEN LOG BOOK ... 46
 FILES ON LOAN FROM REGION LOG BOOK ... 7000

Legal Files on loan:

Sicily ... 5.
 Lazio ... 3.
 Emilia ... 15.
 Lombardia 23.
 Veneto ... 6.
 TOTAL ... 212...

Outstanding Applications

3 cases

Other duties and remarks: Helen.

7 cases checked this week for ^{HQ} _{SP}

THIS REPORT MUST BE FORWARDED EVERY FIFTH EVENING FOR SATURDAY MORNING CONTINUES

[Signature]

HEADQUARTERS ALLIED COMMISSION

ARCHIVES DIVISION

M/T Section

20
APB

17. Jan. 1947

To Director, Archives Division, A.C.

Subject: Weekly progress report

- 1 Total documents, last report, dated 10 Jan. 1947, 1,248,520.
- 2 During the past week the whole section have concentrated on the legal files, and, as a result, the production figure of documents remains at 1,248,520.
- 3 Legal production week 10 Jan.-17 Jan. 1947.

	CARDS TYPED	STAMPED, NUMBERED AND BUNDLED
REGION 1	5,000.	2,000.
Southern Reg.	500.	4,000.
Cards checked and sorted Southern Region		1,000.

- 4 Microfilm returned (16 Jan. 47) eight boxes of Region 1 for repacking and relisting. These are completed and ready to be returned to Microfilm.

H. Davies-Phillips

H. DAVIES-PHILLIPS

LIEUT. R.F.R.

Assist. Direct. of Operations

RUK. Total numbered 1,802,467
29106

WMA

20/AB

HEADQUARTERS ALLIED COMMISSION
ARCHIVES DIVISION
M/F SECTION

20 January 1947

TO : DIRECTOR, Archives Division A.C.
SUBJECT : Location of Boxes at 0830 hrs 20 Jan 1947.

1. <u>M/F Section</u>			<u>Total</u>
	Region I	Boxes 20 - 46	27
	Region 9	" 1 - 24	24
2. <u>Microfilm Depot</u>			
	Southern Region Boxes	23 - 96	74
	Region 1	1 - 19	19
3. <u>Library</u>			
	Southern Region Boxes	1 - 22	22
	Region 6	1 - 7	7
		Total Boxes	173

4. Note. Boxes 7 & 17, Southern Region are on loan from Capt. Cannings to M/F Section for Legal purposes.

H. D. Phillips
H. D. PHILLIPS
Lieut. R.A.C.
Asst. DIRECTOR Production

PROGRESS REPORT

WEEK ENDING 10-1-47

ACHIEVED MARCH

P.O.L of Industry & Utilities 4 files
 files received this week
 Finance sp 91 pas
 Food & Agriculture sp 14 "
 AMB Supply Group of food sp 17 "
 Public Works & Utilities 349 "
 Coal Division 7 "
 Economic Division 17 Bundles

Searching: Total files called for:

LOG BOOK (Genl) 2.2.
 LOG BOOK (General) 2.5.
 FILES ON LOAN FROM GEN.
 LOG BOOK 4.8
 FILES ON LOAN FROM REGION.
 LOG BOOK 2

Legal files on loan:

Sicily 4.
 Lazio 2.
 Umbria 1.5.
 Lombardy 2.3
 Venezia 4.7
 TOTAL 20.2.

Sentiment
 Abruzzi 9.3.
 Toscana 3.7.
 Piemonte 6.
 Liguria 5.

Region or Hq.
 HQ
 "
 "
 "
 "
 "

Outstanding Applications

10

Other duties and remarks:

[Signature]

THIS RETURN MUST BE REPAID WITH PAYMENT EVENING FOR SATISFACTORY HOLDING COURTESY

HEADQUARTERS ALLIED COMMISSION
ARCHIVES DIVISION
M/P SECTION

10 January 1947

TO : Director, Archives Division, A.C.

SUBJECT : Weekly Progress Report

1. Total documents, last report; dated 3 January 1947
1,208,580.
2. Production to date.

	Files	Documents (40 per file)	Boxes	Documents (7,000 per box)
Region I	7,852	314,080	46	322,000
Southern Region	18,119	724,760	96	672,000
Region VI	1,195	47,800	7	49,000
Region IX	4,985	199,400	24	168,000
TOTAL	32,151	1,286,040	173	1,211,000

Mean total

1,248,520

Paul G. Widen
PAUL G. WIDEN
Capt, Infantry
Dir. Operations

Noted

22123

HEADQUARTERS ALLIED COMMISSION
ARCHIVES DIVISION
M/F SECTION

3 January 1947

SUBJECT : Weekly Progress Report to 3 January 1947.
TO : Director Archives A.C.

- 1. Total documents last report 1,164,020.
- 2. Production to date.

	Files	Documents 40 per file	Boxes	Documents 7000 per box.
Region I	7,852	314,080	46	322,000
Region Southern	18,119	724,760	96	672,000
Region VI	1,195	47,800	7	49,000
Region IX	3,863	154,520	19	133,000
TOTALS	31,029	1,241,160	168	1,176,000
		Mean Total		1,208,580

Paul G. Weden
PAUL G. WEDEN
Capt., Infantry
Dir. Operations

PROGRESS REPORT

WEEK ENDING JANUARY 3 '47

ADDRESS SUBJECT

Bundles received this week

Region or Hq.

87 FILES TRANSPORTATION

H.Q.

95 " M.M.I.A.

Searching: Total files called for:

LOG BOOK (LEGAL) ... 3...

LOG BOOK (GENERAL) ... 5...

FILES ON LOAN FROM GEN.

LOG BOOK ... 48

FILES ON LOAN FROM REG.

LOG. BOOK ... 2

Legal files on loan:

Sicily .4...

Lazio .3...

Basilica .5...

Lombardia 23

Venezia .7...

Southern .102

Genova .8

Parma .36

Firenze .4

Liguria ... 2.

TOTAL 207

Out- going locations

3

Other duties and remarks :

THIS REPORT MUST BE FORWARDED EVERY FIFTH EVENING FOR SANITARY SERVICE OFFICERS

00101

00100

PROGRESS REPORT

DATE: D. November 27 '46

ARCHIVES NUMBER

Bundles received this week

No files received this week

Region or No.

Serials: Total files called for:

LOG BOX (General) ... 7

LOG BOX (General) ... 15

Files on loan from Gen

Log book --- 59

Files on loan from Reg

LOG BOOK --- 20

Files returned from Reg 81 -- 20

Other duties and remarks:

The four applications are being held until the last part of the Southern Regional legal cases are indexed. There will enable us to say whether or not we have the cases for review.

THIS DESIGN MUST BE REPEATED EVERY FIFTH WEEK FOR SATURDAY MORNING OFFICE

Legal Files on Loan:

Sicily ... 8

Lazio ... 3

Trieste ... 12

Lebanon ... 28

Venice ... 6

TOTAL ... 199

Outstanding Applications

4

apt following

HEADQUARTERS ALLIED COMMISSION
ARCHIVES DIVISION
M/P SECTION

27 December 1946

SUBJECT : Weekly Progress Report. (to 27 December 1946)

✓ TO : Director Archives A.C.

1. Total documents last report 1,134,910.
2. Production to date.

	Files	Documents 40 per file	Boxes	Documents 7000 per box.
Region I	7,852	314,080	46	322,000
Region Southern	18,119	724,760	96	672,000
Region VI	1,195	47,800	7	49,000
Region IX	2,860	114,400	12	84,000
TOTALS	30,026	1,201,040	161	1,127,000

Mean Total 1,164,020

Paul G. Weden
PAUL G. WEDEN
CAPT., INFANTRY
Dir. Operations

89 BOXES ahead

00-99

M/F Section
Report as of 20 Dec
1946

REGION I
LMS 7855
LEGAL FILES 7855
DOCUMENTS 14088
@ 40 314088

BOXES 46
46

DOCUMENTS 42000
@ 7000
per box 12000

REGION SOUTHERN

LESS LEGAL 18119
FILES 18119

DOCUMENTS 42476
@ 40 p.f. 72476

BOXES 96
96

DOCUMENTS 67200
@ 7000 p.f. 67200

REGION VI
COMPLETE

FILES 1136
1136

DOCUMENTS 27800
@ 40 p.f. 27800

DOCUMENTS
@ 1000
PER B.

REGION VI
COMPLETE

FILES 1195*

~~DOCUMENTS~~
@ 40 PER F
47800*

BOXES 1*

DOC. @
7000 PER B. 49000*

REGION IX
TO DATE

FILES 1933*

DOC. @ 40
PER F. 77200*

BOXES 9*

DOC. @
7000 PER B. 63000*

78522
181195
11952

TOTAL
FILES 29098*

Docs. @ 63000
 7000pa B 63000*

 78322
 18193
 1932
 TOTAL FILES 29098*

TOTAL 234081
 DOCUMENTS 224721
 @ 40 PER FILE 77281
110600*
 TOTAL BOXES 158*

TOTAL 226000
 DOCUMENTS 226000
 @ 7000 PER BOX 63000
110600*
 DIFFERENCE 57920*

1/2 D - 23910
 1106000
 1/2 Difference plus
 total smaller

11,591
TOTAL BOXES 158 ✓

TOTAL DOCUMENTS @ 7000 PER BOX
322000
672000
490000
630000
1106000

1163950
1106000 -
DIFFERENCE 579250

1/2 D - 289110
- 1106000

1/2 Difference plus smaller total

1154910
MEAN TOTAL DOCUMENTS PROCESSED TO DATE

Pyulden
Capt. J. J.
Director of Operations
M/H Section

05-9x

Cards.

Weekly Report 20/12/1946

REGION I

Written & Controlled Cards N:	816
" " " Region South	1595
TOTAL.	<u>2411</u>

[Handwritten signature]

00-96

96-00

PROGRESS REPORT

WEEK ENDING 2.11.20 '46

ARCHIVES BUILDING

Region or No.

144

Bundles received this week

500 files - MM1A

Outstanding Applications

5

Legal Filer - all loans:

Stally	<u>7</u>	Seaford	<u>15</u>
Wido	<u>3</u>	Aburati	<u>7</u>
Wills	<u>12</u>	Wasson	<u>37</u>
Lambert	<u>29</u>	Piscante	<u>4</u>
Veronia	<u>9</u>	Ligurda	<u>5</u>
		TOTAL	<u>208</u>

Secretary: Total files called for:

LOG BOOK (Genral) 20
LOG BOOK (General) 18
FILES ON LOG FROM GEN
LOG BOOK ... 415
FILES FROM REGIONAL LOG BOOK -- 4
FILES RETURNED FROM LOG -- 7

Other duties and remarks:

Cpl Fleming

THIS RETURN MUST BE RETURNED EVERY FRIEDAY EVENING TO THE ARCHIVES BUILDING

M/F Section Weekly
Report as of 1/30/67
1/3 December 1966

REGION I Summary

FILES — 7852 *

Documents 314080 *

@ 10 per *

BOXES 46 *

Box @ 2000 per box

322000 *

Southern Region

FILES 18119 *

Documents 724760 *

@ 10 per

BOXES 96 *

Box @ 7000 per box

672000 *

Region VI Summary

FILES 1195 *

Documents 478000 *

@ 10 per

BOXES 7 *

Documents @ 7000 per box

49000 *

DOCUMENTS @ 40 478000 +
BOXES 7 +
DOCUMENTS @ 7000 per Box 490000 +

REGION II EMILIA

FILES 929 +
DOCUMENTS @ 40 371600 +
BOXES 4 +
Docs @ 7000 per Box 280000 +

TOTAL FILES 28095 +
TOTAL DOCUMENTS @ 40 per file 11238000 +

TOTAL BOXES 153 +
TOTAL DOC. @ 7000 per Box 10710000 +

DIFFERENCE BETWEEN 2 ESTIMATES 264000 +

TOTAL DOCUMENTS @ 60 A.M.C.
1123800*

TOTAL BOXES 153*

TOTAL D.V. @ 7000 A.M. BOX
1079000*

DIFFERENCE
BETWEEN 264000*
2 ESTIMATES

MEAN TOTAL
1097400*

M/F Section

20-94

W. H. ...

Ch. ...

of Production

ARMED FINANCIAL AGENCY.....Major G.F. Sofio
 Tel. Home 89161.
 D.P.R.S.C.....Major B. Woodcock,
 Room 6/19, Tel. 414.
 Navy Sub-Commission.....Lt/Cmdr. J.C. Risk,
 Room 6/40, Tel. 458.
 Public Safety S/C.....Col. E.J. Bye,
 Room 5/8, Tel. 416.
 Executive Commissioner's Office.....Capt. A.V. Knisely,
 Room 3/44, Tel. 371.
 Patriots Branch..... (see Exec. Comms. Office)
 Liaison Section..... (" ")
 Civil Affairs Section..... (" ")
 British DetachmentMajor T.I.M. Scully,
 Hotel Genova, Tel. 478985.
FINANCE.....(ECONOMIC SECTION).....Col. L.R. Battensby,
AIR FORCES S/C.....P/Lt. R. Cartner,
 Room 8/8, Tel. 265.
Commerce (Foreign Trade Branch).....Lt. Col. R.E. Horn,
 Room 1/20, Tel. 330.
Communications.....Major C.G.L. Maddock,
 Room 4/34, Tel. 444.
ECONOMIC SECTION.....Major M.E. Davy,
 Room 1/52, Tel. 461.
Orders & Bulletins Section.....Major Hayes,
 Room 3/23, Tel. 251.
G-4 (Br).....S/Cmdr. R.M. Green,
 Room 3/8, Tel. 285.
Civilian Personnel Section.....Major J.R. Hayes,
 Room 3/23, Tel. 251.
G-1 (Br).....S/Cmdr. L.E. Weston,
 Room 3/10A, Tel. 573.
Industry Division.....Capt. S. Stopford,
 Room 1/4, Tel. 287.
Coal Division..... (see Industry Div.)

Liaison Section..... (" ")
Civil Affairs Section..... (" ")
British DetachmentMajor T.I.M. Scully,
Hotel Geneva, Tel.478985.
FINANCE.....(ECONOMIC SECTION).....Col.L.R.Battensby,
AIR FORCES S/C.....F/Lt.R.Cartner,
Room 8/8, Tel.265.
Commerce (Foreign Trade Branch).....Lt.Col.R.E.Horn,
Room 1/20, Tel.330.
Communications.....Major C.G.L.Maddock,
Room 4/34, Tel.444.
ECONOMIC SECTION.....Major M.E.Davy,
Room 1/52, Tel.461.
Orders & Bulletins Section.....Major Hayes,
Room 3/23, Tel.251.
G-4 (Br).....S/Cmdr.R.M. Green,
Room 3/8, Tel.285.
Civilian Personnel Section.....Major J.R.Hayes,
Room 3/23, Tel.251.
G-1 (Br).....S/Cmdr.L.E.Weston,
Room 3/10A, Tel.573.
Industry Division.....Capt.S.Stopford,
Room 1/4, Tel.287.
Coal Division..... (see Industry Div.)
Utilities Div..... (" ")
M.M.I.A.....Major R.C.Van Kirk,
Room 7/24, Tel. 266.
Legal Sub-Commission..... Major Gilbride,
Room 5/42, Tel.335.
Security Division.....Capt.A.H.Ellis,
Room 5/E2, Tel.517.
Transportation & Shipping.....Lt.Col.A.H.Street,
Room 1/23, Tel.470.
Venezia Giulia:Udine Supply Br.....Capt.G.M.Mellin,
Room 1/44, Tel.460.

Public Health S/C..... Now dissolved and all files in.....
Local Government..... (See Exec.Com. Office)
Civil Affairs Section..... (" " " ")

Allied Supply Accounting Agency Capt. Chisman

Food and Agriculture S/D

C.E.M. Branch

PROGRESS REPORT

PER FILED P. 13.416

ACTIVES NAME

Bundles received this week

24 files - British Embassy - (Kabor)

Region or No.

26:00

Searching: Total files called for:

LOG REG. (Genl) .1.8.

LOG REG. (Genl) 2.7.

Files on loan from Genlog -- 75.

Files called from Regions -- 3

Files returned from Legal -- 44

Lo 1 Files on loan:

Sicily .5.

Lazio .3.

Malta .1.2.

Lombardia 31

Venezia .9.

Southwest 22.
Liguria 6.
Tuscany 36.
Emilia 4.
Liguria 4.

21.192...

Outstanding Applications

11

Other duties and remarks:

2 he down outstanding applications were submitted Friday evening at 5.30 o'clock. Col. F. Young

THIS REPORT MUST BE PREPARED EVERY FIFTH EVENING PER SABBATUM MORNING OCCURRENCE

[Signature]

HR

29 NOV 1946

List of the files still to come to Archives

Chief Commissioner's Office	364	
Executive "		Making Master List
Message Center	228	
Adjutant's Office		Making Master List
Air Forces S/D	"	"
Air Transport Office	12	
Civil Affairs Section	19	
Commerce Foreign Trade S/D	77	
Communication S/D	454	
D.P. & R. Div.	392	
Economic Section	421	
Price Control Branch		All in Archives
Supply Group	36	
Surplus and Special Material Br.		All in Archives
Requisition Branch	"	"
C.E.M. Branch	12	
Education S/C	XXI 78	
Finance S/D	154	
Allied Supply Accounting Agency	125	
Allied Financial Agency	155	(Still waiting for some more MasterL)
Food S/D	26	
Agriculture S/D	165	
G-1 (A)		All in Archives
G-1 (B)		No files for Archives
G-4 (A)		
G-4 (B)	643	
" " Claims Board	219	
HQ Camp Commandant	250	
HQ British Detachment		Making Master List

(ONE)

Committee Foreign Trade S/D	77
Communication S/D	454
D.P. & R. Div.	392
Economic Section	421
Price Control Branch	All in Archives
Supply Group	36
Surplus and Special Material Br.	All in Archives
Requisition Branch	" " "
C.E.M. Branch	12
Education S/C	XXI 78
Finance S/D	154
Allied Supply Accounting Agency	125
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Agriculture S/D	165
G-1 (A)	All in Archives
G-1 (B)	No files for Archives
G-4 (A)	
G-4 (B)	643
" " Claims Board	219
HQ Camp Commandant	250
HQ British Detachment	Making Master List
Industry Division	230
F.O.L. Division	10
Coal Division	41
Mining Division	All in Archives
Public Work & Utilities	443
Italian Prisoners of War	Making Master List
Labour S/C	28
Land Forces S/C	Making Master List
M.M.I.A. (Some lists in Arch. with files):Making some more Master L.
Legal S/C	406

00-91

(02E)

Local Government S/C	22 (Transfer to Ex.Com)
Monuments and Fine Arts	All in Archives
Navy B/D	Making Master List
Public Health S/C	All in Archives
Public Relation Branch	43
Public Safety S/D	190
Security Division	731
Travel Control Division	2
Transportation Div.	94

Total 5670

00-90

6800

PROGRESS REPORT

WEEK ENDING ... MAY 29 '46

A. CHIVERS HEADLINE

<p>Bundles received this week <u>44 files</u></p>	<p>English or No. <u>H.R.</u></p>																								
<p>Searching: Total files called for: LOG BOX (100-1) ... <u>5 (leave)</u> LOG BOX (100-3) ... <u>4.5</u> Files on loan from <u>General log: 82</u></p>	<p>Legal Files on loan:</p> <table border="0"> <tr> <td>Sicily</td> <td>7</td> <td>Southern</td> <td>119</td> </tr> <tr> <td>Lazio</td> <td>3</td> <td>Abruzzi</td> <td>5</td> </tr> <tr> <td>Emilia</td> <td>14</td> <td>Marche</td> <td>36</td> </tr> <tr> <td>Emilia-Romagna</td> <td>27</td> <td>Piemonte</td> <td>4</td> </tr> <tr> <td>Venezia</td> <td>9</td> <td>Liguria</td> <td>4</td> </tr> <tr> <td></td> <td></td> <td>TOTAL</td> <td>228</td> </tr> </table> <p>Outstanding Applications <u>all done</u></p>	Sicily	7	Southern	119	Lazio	3	Abruzzi	5	Emilia	14	Marche	36	Emilia-Romagna	27	Piemonte	4	Venezia	9	Liguria	4			TOTAL	228
Sicily	7	Southern	119																						
Lazio	3	Abruzzi	5																						
Emilia	14	Marche	36																						
Emilia-Romagna	27	Piemonte	4																						
Venezia	9	Liguria	4																						
		TOTAL	228																						
<p>Other duties and remarks:</p> <p><u>Cpl. Flaming</u></p> <p><u>B.I.</u></p>																									

THIS RETURN MUST BE FILED EVERY FRI DAY EVENING FOR SATURDAY MORNING DELIVERY

22 Nov 1954

FILES

Region 1 60330

DOCUMENTS

253200

Southern Region

FILES 18112

DOCUMENTS 124160

Region 6

FILES 1112

DOCUMENTS 47807

DOCUMENTS 478

Region 1 6313
Surrender 18113
Region 6 7193
TOTAL FILES 25614

TOTAL DOCUMENTS
1,023,716
@ 40 per file

TOTAL DOCUMENTS
987,000
@ 7000 per BOX
MAX TOTAL 1,006,350

88:00

PROGRESS REPORT

PERIOD: Nov. ... R.R., 1946

ADMITTANCE NAME

Region or Hq.	Legal Files on loan:	Outstanding Applications
Bundles received this week		
7 Bundles - Camp Comdt.	Sicily ... 7	4
1 Bundle - Financed	Lazio ... 3	
	Malta ... 1.3	
	Islandia ... 2.7	
	Venezia ... 9	
	TOTAL ... R.R.6	
Searches: Total files called for:	SEARCHES: 11.8	
LOG BOOK (General) ... 15.	SEARCHES: 3	
LOG BOOK (General) ... 2.4	SEARCHES: 3.8	
Files on loan from	SEARCHES: 4	
General log book ... 78	SEARCHES: 4	

Other duties and remarks: Mr. Francis, the special investigator from AFA, has requested a large number of files. The majority of these files, however, are being used by him in the same room in which they are stored.

THIS RETURN MUST BE FILED WITHIN 7 DAYS AFTER FOR SATURDAY MORNING

Col. F. Manning

The following files are checked to
Mr. France & are now in his
office on the first floor:

- R8/5(a)
- 1704(B) Finance
- 1704(C) Bank of Italy
- 1705(F) Florence

00-87

R 8 / P 2 / 6 (a)
7 ; 12 ; 16

Bolzano

- 5- German Books
- 6- Banks
- 3- A F A

PROGRESS REPORT

WEEK ENDING Nov. 15, 1946

ADDRESS REPORT

Bundles received this week

- 1 Bundle - Finance (Econ. Sect)
- 25 Bundle - Bohynor

Region or City

Hq.
Bog.

Searching: Total files called for:

LOG BOK (Legal) ..2.1.

LOG BAK (General) ..1.6

Files on loan from
General Log Book ..7.4

Legal Files - in loan:

St. Paul ..8.

St. Louis ..3.

St. Charles ..1.7.

St. Louis ..3.1

Venezia ..1.2

Southern ..1.2.9

St. Paul ..4

St. Louis ..3.6

St. Paul ..6

St. Paul ..5.

LOG ..R.4.R.

Outstanding Applications

4

98:00

Other duties and remarks:

Opd Fleming

THIS REPORT MUST BE PREPARED EVERY FIFTH DAY FOR SATISFACTORY WORKING PERFORMANCE

KMM

PROGRESS REPORT

WEEK ENDING: *November 8, 1946*

58:00

A CHIEF'S DUTIES

Mailers received this week

No files received this week.

Region of file:

Searchers: Total files called for:

LOG BOE (Legal) ..14.
LOG BOE (General) ..11.

No. of files ~~sent~~ on loan from Gen. Log-90.

Legal files on loan:

Sicily ..2.	Sardinia ..117
Lazio ..3.	Adriatic ..4.
Basilicata ..13	Toscana ..34
Emilia ..23	Piemonte ..6.
Venezia ..10	Liguria ..5.
	TOTAL ..223.

Outstanding Applications

2

Other duties and remarks:

Col. Fleming

THIS REPORT MUST BE PREPARED WITH FULLY EXTENSIVE PER SATURDAY MORNING OFFICES

HEADQUARTERS ALLIED COMMISSION
ARCHIVES DIVISION
"MF" SECTION

24 October 1946

MEMORANDUM TO : CHIEF OF ARCHIVES DIVISION

Combined operations of "F" and "L" Sections began on 1 October 1946 and since that date the following represents the production figures:

103 boxes of documents or
19,314 files, or
Approx. 772,560 documents (@ 40 per file)
or 721,000 documents (@ 7000 per box)

We have completed Region 6, Southern Region (Less Legal files Approx. 33 boxes), and have commenced work now on Region I.



DONALD M. CHAPLAN
Major QMC
CIC MF Section.

284

19 OCT 1945

PROGRESS REPORT

18 October 18, 1946

A. JAMES BLANK

Bundles received this week

5 Bundles (Bolzano)

Region or No.

Regional

Searching: Total files called for:
 SAC (Zech) ... 7...
 SAC (General) ... 41.

Legal files on loan:
 Sicily ... 7...
 Lazio ... 2...
 Dills ... 10...
 Lombardy 20
 Venetia ... 10

Outstanding Applications
 4

No. of files still out from General log-65-

... R. R.

Other duties and remarks:

7 base 5 bundles were bought down by Capt. Zomer, of Bolzano files

Cpl Fleming

THIS REPORT MUST BE FORWARDED EVERY FIFTH EVENING FOR SATURDAY MORNING'S CONFERENCE

ARCHIVES BRANCH

October 1946

	Officers		EM/OR		Civil.
	A	B	A	B	
Chief Archives	-	1	-	-	1
Admin. R (Region) and new building		1			2
Searchers R (HQ) Carlex	1		1 - -		1 1 2
W/F Section	2	1	4	5	27
	3	3	5	5	34

TOTAL 50

2811 Cases Ready for microfilming
4825 Files " " "
193,000 Documents

M/F —
40 of 1926

00-81

	<u>OFFICERS</u>		<u>EM / OR</u>		Civilian	Remarks
	A	B	A	B		
Chief Archives	-	1	-	-	-	1
M/P Section (Comb.)	2	1	6 + 2 (L)	2	35 26	30
Admin. & Ruk.	-	1	-	-	1 1	2
Searchers)	-	-	1	-	1 1	2
R (HQ))	1	-	-	-	3 2	2
Cardex)	-	-	-	-	2 2	2
RUK		1	-	-	4	
" German Staff		-	-	-	5	
	3	3	9	2	51 42	48
APPROVED EST-10	3	3	5	5	32	48

00-80

HEADQUARTERS ALLIED COMMISSION
APO 794
ARCHIVES BRANCH
R/S SECTION

5 October 1946

Ref: 20/AB.

SUBJECT: Weekly Report.

TO : Chief Archives Officers, Allied Commission.

Status of sections for week ending 5 October is as follows :-

A. S Section

(1) Total files called for : Log Book Legal - 11
Log Book General 9

(2) Files still to find : 6

(3) Files outstanding -

a) General 9

b) Legal :

Southern Region	123
Region IV	1
" V	1
" VI	9
" VII	11
" VIII	34
" IX	7
" X	21
" XI	7
" XII	9
" XIII	9
Total	223

c) The outstanding legal files from Southern Region constitute no problem in the present processing as legal files at present are being by-passed.

06:79

B. R Section

(1) Files received: Public Safety S/C HQ. 4 Bundles
Industry S/C " 36 "

Status of sections for week ending 5 October is as follows :-

A. S Section

- (1) Total files called for : Log Book Legal - 14
Log Book General 9
- (2) Files still to find : 6
- (3) Files outstanding -

a) General	9
b) Legal :	
Southern Region 123	
Region IV	1
" V	1
" VI	9
" VII	11
" VIII	34
" IX	7
" X	21
" XI	7
" XII	9
" XIII	
Total	<u>223</u>

c) The outstanding legal files from Southern Region constitute no problem in the present processing as Legal Files at present are being by-passed.

06:79

B. R Section

- (1) Files received: Public Safety S/C Hq. 4 Bundles
Industry S/C " 36 "

Total 40

C. CAREY

(1) Index cards have now been prepared for all Regions. As a matter of general information the following approximate number of cards per Region is furnished:

South	Region I	about	26,000
	" IV	"	32,000
	" V	"	<u>13,500</u>
	" VI	"	9,000
	" VII	"	1,500
	" VIII	"	10,700
	" IX	"	7,500
	" X	"	4,600
	" XI	"	6,900
	" XII	"	6,450
	" XIII	"	
	" XIV	"	
	Total		<u>108,950</u>

- ./.
- (2) Beginning Monday with Southern Region, as the completed index lists are finished by M/F Section they will be passed to Cardex. Using these correct index lists the Cardex will be rechecked, rearranged and organized to agree exactly with the files after final processing.

John E. Durst
John E. DURST,
Capt. INF.

00278

ALLIED COMMISSION

Report on comparative costs of Archives and Micro-Filming Sections.

1. Attached are three appendices :-
 - (a) Data giving basic estimated totals of material to be dealt with and output figures of various processes.
 - (b) Labour costs of Archives/Micro-Filming Staff.
 - (c) Comparison of labour costs of "F" Section and Micro-Film.
2. Appendix (C) clearly shows that the use of "F" (Screening) Section is justified solely on the amount of wages saved.
3. In addition to the saving on wages the following advantages are pointed out.
 - (a) The saving on film and processing materials.
 - (b) The removal of the screened material will make reference easier and render the finished record more intelligible.
 - (c) Whereas all Sections of Archives Branch are now at their maximum the O.I/c Micro-Filming has stated that his staff is subject to considerable increase.

[Signature]
Capt.

[Signature]
Capt.

- (b) Labour costs of Archives/Micro-Filming Staff.
 - (c) Comparison of labour costs of "F" Section and Micro-Film.
2. Appendix (C) clearly shows that the use of "F" (Screening) Section is justified solely on the amount of wages saved.
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- (a) The saving on film and processing materials.
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 - (c) Whereas all Sections of Archives Branch are now at their maximum the O.I/c Micro-Filming has stated that his staff is subject to considerable increase.

[Signature]
Capt.

[Signature]
Capt.

00:77

ARCHIVES BRANCH "M" SECTION MICROFILMING

Week pending 20 Sept. 1946

	Officers	NCOs	EM/ORs	Civilians
Present	2	5	1	14
Officers ADJUTANT	1-LV.	1-CPT - DS. 2-LV.	0	2-LV. 2-RMk.

	Current week	Last week	% Inc/Dec.
Files handled	3963	3125	27% inc.
Sheets (Approx)	158,520	125,000	27% inc.

Average Output per team
per day 24 TEAM DAYS

Files	165	112	47% inc
Sheets (Approx)	6600	4480	47% inc

TOTAL SHEETS REBOUND TO DATE 3,018,400
 TOTAL SHEETS CASSED TO DATE 3,006,440

Signed Paul G. Wedan 09-76

Captain [Signature]

RMB

00:75

FOURTH QUARTER

WORK BEING SEPT. 20 '46

ADDITIONAL BUNDLES

SEARCHES & INDEXING - BY SECTION

Bundles received: this week	Region or By	Total
Local Govt. Coal Div.	Hq Hq	1 Bundle 9 Bundles
Searchings: Total files called for	Number of files still out	Files still to find
LOG BOX (Legal).....18..226	<i>I have requests on part of a lot that have been re-submitted in the last two days</i>
LOG BOX (General).....9..21	<i>Ch. Fleming</i>
Other copies and searches:		

THIS REPORT MUST BE INDEXED UNDER FILING NUMBER FOR REPORT NO. 785021

ARCHIVES BRANCH
FINAL FOR FILMING SECTION

File 20 A/B

21 Sept

1946


SUBJECT : WEEKLY PROGRESS REPORT.

TO : Major HARRISSON, Archives Branch, AC

1. The following is a report for the week ending
FRIDAY 20 Sept 1946, in relation to our quota of
^{40,000}
~~xxxxxx~~ documents for the week, ~~XX~~
~~XX~~

	XX
	T O T A L
TO BE FILMED :	22,676
DISCARD :	21,706
TOTAL PROCESSED:	44,382

R E M A R K S : This gives us a grand total of documents
processed 86,574 and documents ready for filming 46,327.
These figures are for Southern Region.
There are 55,000 documents ready for filming in Region VI
also.


DONALD M. CHAPMAN, SR.,
MAJOR ^{2MC}
ARCHIVES "B" SECTION.

9:..
00:74

1 MONTH SALARIES

September 1946

Admin.	"P"	"S"	"M"	"F"	Cardex	RUX
	1 (M) 11010	1 (M) 11010	5 (M) 57730 2 (F) 19172	1 (M) 11010 4 (F) 39080		1 (M) 11010 4 (F) 39216
			1 (M) 11010 1 (F) 10100	1 (F) 10100		
			1 (F) 10322	1 (F) 10430	2 (F) 20860	
						1 (F) 10816
			3 (M) 34020	1 (M) 12350		
						1 (M) 11570
			1 (M) 12730 1 (F) 11120	5 (M) 67190 3 (F) 33844		
				2 (M) 28540 2 (F) 24480		
1 (F) 12240						
						1 (M) 117590 1 (F) 15188
						3 (M) 52770
1	1	1	15	20	2	12
12240	11010	11010	166204	257024	20860	158760

Clerks : 19 - Typists : 3 - Int/Typists : 4 - Bookkeeper : 1 - Int/Gen: 4 - Supervisory: 1 - Jr.Ad.Asst. 10
 Sr.Admin.Asst.: 5 - Executive : 2 - Professional : 3 ----- TOTAL 52 -- TOTAL Lire 617,108

General Staff

Declassified E.O. 12356 Section 3.3/NND No. 785021

The Quota
Figure for
today is
3,100,000

ARCHIVES BRANCH "M" SECTION MICROFILMING

Week pending 13 Sept 1946

Officers NCOs EN/ORS Civilians

Officers

Current week Last week % Inc/Dec.

Files handled	3125 1016 207%	Increase
Sheets (Approx)	125,000 40,640 207%	Increase
Average Output per team per day .28 TEAM DAYS				
Files.....	112 92 21%	Increase
Sheets (Approx)	4480 3680 21%	Increase

TOTAL SHEETS REBOUND TO DATE 2,859,880
 TOTAL SHEETS CASED TO DATE 2,853,480

Signed Paul G. Maden
 Captain [Signature]

00072

Quote 3,000,000

AMM

16:00

PROGRESS REPORT

ARCHIVES BRANCH

WEEK ENDING 1.3.53...Sept.

STORAGE & SEARCHING - "S" SECTION

Bundles received this week	REGION OR HQ	TOTAL
3 Bundles (on loan)	Reg XII	3 Bundles
29 Files (Food)	Hq	29 Files
607 " " (Aggie)	" "	607 " "
162 " " (Cull Off)	" "	162 " "
79 " " (Local Stock)	" "	79 " "
Searching. Total files called for	Number of files still out	Files still to find - 5
LOC Book (Legal) R.I.	- 221	Sept. Files of the Regal SIC
LOC Book (General) 7.	- 15	Now Taken all the standing requests and, after thoroughly checking them, for re-approval, will re-submit them to me
Other duties and Remarks :		Col Fleming

THIS RETURN MUST BE PREPARED EVERY FRIDAY EVENING FOR SATURDAY MORNING CONFERENCE.

mmk

All officers present with exception of Capt Toomer (Leave)

1. New building. Major Harrison stated that he expected a meeting with both Polads and Ex.Comm next week with reference to the latest position.
2. Staff Study. A further study of the situation in all sections this week had resulted in the move of "R" Section to 2nd floor, the take-over of "S" Section by Capt. MacCracken, and the commencement of a BOX State report based upon the agreed output in M/Y Section of between three and four boxes each working day.
3. Closing of AC A draft Directive upon this matter was with the Executive Comm who was arranging a meeting of Record Officers early next week, to carry out closing of files.
4. Searching As stated above, the increase of searching for legal cases and the influx of work in "R" Section had necessitated the taking over of "S" Section by Capt. MacCracken at least for the time being. Kuk would be supervised by Major H.
5. Boxes The return of Boxes (Box State) had been commenced and the first count had resulted in a total of 441 (Four hundred and forty one) being at present in various stages of operation or storage. Major Harrison said that the plan for a further supply of 1500 ~~boxes~~ boxes was under review but that a supply of boxes of smaller dimensions were also being offered by APA, which if approved would solve future demands.
6. Production. Upon the resuming of production to Microfilm Depot, it was agreed, after discussion that :-
 - (a) output should, over a period, guarantee between three and four boxes each working day in M/Y Sec
 - (b) any assistance to the staff under Legal Branch by M/Y Section should not be given until the guaranteed output at (a) is firmly established over a period of more than two weeks.
7. Staff The three men lent to "S" Section by M/Y Section would, it was agreed, continue to work there for another week or until Feb. 1st if necessary.
8. RUK Files Report shows an increase of numbering and a total of nearly two million documents had been numbered.

M. Harrison

and four boxes each working day.

- 3. Closing of AC A draft Directive upon this matter was with the Executive Commr who was arranging a Meeting of Record Officers early next week, to carry out closing of files.
- 4. Searching AS/ stated above, the increase of searching for Legal cases and the influx of work in "E" Section had necessitated the taking over of "S" Section by Capt. McCracken at least for the time being. Ruk would be supervised by Major H.
- 5. Boxes The return of Boxes (Box State) had been commenced and the first count had resulted in a total of 441 (Four hundred and forty one) being at present in various stages of operation or storage. Major Harrison said that the plan for a further supply of 1500 ~~xxxxxx~~ boxes was under review but that a supply of boxes of smaller dimensions were also being offered by AFA, which if approved would solve future demands.
- 6. Production. Upon the resuming of production to Microfilm Depot, it was agreed, after discussion that :-
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25/1/47

M. J. Harrison
 M. J. Harrison
 Director. 00070

HEADQUARTS ALLIED COMMISSION
ARCHIVES BRANCH
MINUTE SLIP

DATE.....20/1/47.....

FROM Major H.M. Harrison TO

Capt. T. Rowlands
Major Maxfield -
Chief Clerk
Capt. CANNING -

Copy (s) referred
Capt. TOOMER -
Capt. McCracken -

~~Information~~ LT PHILLIPS -
~~Information~~
~~Information~~

20/1/47

00064

Minutes of Staff Conference Saturday Jan 18th 1947

1. New building. Major Harrison stated that he was in touch with both Embassies in connection with the payment of Rent and that the E.C. had been advised upon the situation.
2. Staff Study. Major Harrison said that the Staff Study had been sent to Col. Jackman and acknowledged by AFRA on 15th Inst.
3. Closing of AC A Draft Directive had been placed before E.C. asking for a conference of Record Officers to discuss the policy of closing every AC file on Jan 31st and re-opening any current matters in files with the same XAX reference numbers but with the new title of the Organisation functioning after A C closes and as from Feb-let. The matter was under consideration by Executive Commissioner.
4. Searchings The policy agreed upon at the last meeting to place all boxes ready for microfilming in Room 36 although not yet commenced will be carried out as soon as possible. Regarding Searchings in these boxes, it was agreed that (a) files would only be viewed with an officer present. (b) NO files would be abstracted or lent to an outside body.
5. Boxes A return of boxes will be submitted weekly in continuance with the total as at 20 Jan last. A further return will be sent to Liaison Officer AFRA stating how many boxes have been sent as at closing time Friday evenings under the title "Production".
6. Personnel A list of Army personnel and the date of their release is now on record. Loan of W/P personnel will have to be curtailed if it in any affects output of boxes a day.
7. H.O.A. information abstracted from HUK was completed by Liaison officials this week. Total documents numbered to date 1,000,467.
8. Production Major Harrison said that the close down of files and boxes to W/P Depot had now been lifted. He was sending a letter to AFRA Liaison officer confirming the period of the close down for production record purposes. 00008
9. Legal The report shown by Lt Phillips of cards typed and cases started, numbered and handled showed a considerable

...every file on an just and re-opening
any current matters in files with the same IZ reference num-
bers but with the new title of the Criminalization functioning
after A.C. closed and as from Feb-let. The matter was under
consideration by Executive Commissioner.

4. Searching The policy agreed upon at the last meeting to
place all boxes ready for microfilming in Room 36 although
not yet commenced will be carried out as soon as possible.
Regarding Searching in these boxes, it was agreed that (a)
(a) files would only be viewed with an officer present.
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body.
5. Boxes A return of boxes will be submitted weekly in
continuance with the total as at 20 Jan last. A further
return will be sent to Liaison Officer AFBA stating how many
boxes have been sent as at closing time Friday evenings under
the title "Production".
6. Personnel A list of Army personnel and the date of their
release is now on record. Loan of A/V personnel will have
to be curtailed if it in any affects output of ~~boxes~~ a day.
7. R.U.K. information abstracted from RUK was completed by Italian
officials this week. Total documents numbered to date 1,660,462.
8. Production Major Harrison said that the close down of files
and boxes to A/V Dept had now been lifted. He was sending a
letter to AFBA Liaison officer confirming the period of the
close down for production record purposes. 00068
9. Legal The report shown by Lt Phillips of cards typed and
cases stamped, numbered and bundled showed a considerable
number of cards to be typed. It was agreed by Major Lexfield
however that it was necessary to get back into production
for microfilm on Monday and that Legal Branch must get on
with their own staff as best they can. This work is NOT the
responsibility of Archives Division although of great use, in
searching for legal cases.
10. Office Space Major Harrison reported that from next week he
was moving to the second floor and that the Admin Offices as
well as the room for Major Lexfield would thereby abut the
middle of the week.

Major Harrison
Deputy

HEADQUARTS ALLIED COMMISSION
ARCHIVES BRANCH
MINUTE SLIP

DATE..... 11/1/47.....

FROM TO
Major H.M. Harrison

Capt. T. Rowlands
Major Maxfield
Chief Clerk
Capt. Connors

Folio (s) Referred
Capt. Jooner
Capt. McCracken

For Action
Information
Remarks
Signature

11/1/47
for information
& retention please

HEADQUARTERS ALLIED COMMISSION
AFC 754
ARCHIVES DIVISION

Ref. : 20/AB.

11 January 1947

Present: Major Harrison, Major Maxfield, Capt. Cannings,
Capt. McCracken, Capt. Toomer, Lt. Phillips.

1. New Building. Major Harrison reported that yesterday Polad (A) said his Government has not yet been approached for decision as to whom the rent of building should be paid. Matter must be urgently followed up.

2. Staff Study is completed and awaiting Executive Commission's examination before dispatch to Major Russell at his request at AFHQ.

3. Closing of AC. Major Harrison stated he had seen CBO who promises to keep Archives informed as to any decision. In any case we shall be advised by Orders. Major Harrison said a letter was being prepared to CBO asking for Archives to be placed on Distribution List. A copy of any correspondence or instructions relating to close-down of a section or C/Division in AC/HQ to be sent to us. The only Division closing down at once is Transportation and their files will be handed to Economic Section for action. Capt. Toomer is in close touch with Mr. Wagner (Civilian) who is responsible for files in Economic Division.

4. Searching. Commenting on the plan for Sgt. Houp and an EM to replace Sgt. Flemming, Major Harrison asked Capt. Toomer to see whether any new instructions should be issued regarding searchers in 'B' Section. He added, in the new set up and Staff Study, Searching, although at present allocated with 'B' Section, would be dividing its time in various places and it might be necessary later to attach a searcher to each section and circulate any enquiries, so that the Officer i/c of each Section would know what was happening within his Section. After discussion and in order that Searching could be made in boxes already processed, Capt. Cannings suggested (and it was agreed by Capt. Toomer) that all boxes processed for Microfilm should be stored in Room 36 for searching purposes. It was agreed that Capt. Toomer will accept responsibility for handing over processed files to Microfilm Depot from this room, and work

for decision as to whom the rent of building should be paid. Matter must be urgently followed up.

2. Staff Study is completed and awaiting Executive Commissioner's examination before dispatch to Major Russell at his request at AFHQ.

3. Closing of AC. Major Harrison stated he had seen CSO who promises to keep Archives informed as to any decision. In any case we shall be advised by Orders. Major Harrison said a letter was being prepared to CSO asking for Archives to be placed on Distribution List. A copy of any correspondence or instructions relating to close-down of a section or Division in AC/HQ to be sent to us. The only Division closing down at once is Transportation and their files will be handed to Economic Section for action. Capt. Toomer is in close touch with Mr. Wagner (Civilian) who is responsible for files in Economic Division.

4. Searching. Commenting on the plan for Sgt. Houp and an EM to replace Sgt. Fleming, Major Harrison asked Capt. Toomer to see whether any new instructions should be issued regarding searchers in 'S' Section. He added, in the new set up and Staff Study, Searching, although at present allocated with 'R' Section, would be dividing its time in various places and it might be necessary later to attach a searcher to each section and circulate any enquiries, so that the Officer i/c of each section would know what was happening within his Section. After discussion and in order that Searching could be made in boxes already processed, Capt. Canning suggested (and it was agreed by Capt. Toomer) that all boxes processed for Microfilm should be stored in Room 36 for searching purposes. It was agreed that Capt. Toomer will accept responsibility for handing over processed files to Microfilm Depot from this room, and work will be routed accordingly.

b6

5. Office Space. Major Harrison said he had been in touch with Office Space Section regarding extra rooms and had suggested rooms 18-20 1st Floor for 'R' Section work. Sgt. Humphries had promised to see if this could be arranged without delay.

6. Personnel. Capt. Canning (Adm) was asked if he would contact G-1 (B) as to replacement of Staff. It was suggested we should get out a list of the dates when the personnel (A-B) are due for release and Major Harrison to contact (with E.C.'s permission) as soon as possible.

Major Maxfield suggested in this case that a list of good NM/CRs should be kept in view of librarian and searching duties later.

M/F Personnel. Loan of M/F personnel to 'R' Section to be arranged by Major Maxfield and Capt. Toomer at once.

7. R.U.K. Capt. McCracken reported that Col. Fumicola was calling on Monday to discuss details of access to Ruk by his Government Officials. Preparation of a KARDEN system of the 'C' (Executive) files was being prepared by Ruk section and would be of great assistance in this connection.

8. Production. Major Harrison said that Col. Jackson AFRA had telephoned 9/1/47 stating that a close down of M/F Depot for ten days had occurred. Although this did not actually interfere with the Archives work, a letter should be sent to AFRA confirming that searching enquiries may be delayed within those boxes in their Depot and was their responsibility.

9. Legal. A conference between Legal S/C and Archives had taken place yesterday at which Col. Carnes had expressed himself quite satisfied with the assistance given by Archives. Further meeting in 2 weeks time.

Jm Harrison
W.M. HARRISSON,
Major,
Director,
Archives Division.

DISTRIBUTION:

- Major Maxfield.
- Capt. Canninge.
- Capt. McCracken.
- Capt. Toomer.

FILE -

8. Production. Major Harrison said that Col. Jackman AFRA had telephoned 9/1/47 stating that a clone down of N/T Depot for ten days had occurred. Although this did not actually interfere with the Archives work, a letter should be sent to AFRA confirming that searching enquiries may be delayed within those boxes in their Depot and was their responsibility.

9. Legal. A conference between Legal L/C and Archives had taken place yesterday at which Col. Carnes had expressed himself quite satisfied with the assistance given by Archives. Further meeting in 2 weeks time.

M. Harrison
M.H.

M.M. HARRISON,
Major,
Director,
Archives Division.

DISTRIBUTION:

Major Maxfield.
Capt. Cannings.
Capt. McCracken.
Capt. Toomer/

FILE —

00065

HEADQUARTERS ALLIED COMMISSION
APO 794
ARCHIVES DIVISION

Ref. 20/AB.

7 January 1947

MINUTES OF STAFF CONFERENCE - Saturday 4th Jan.

Present: Major Maxfield, Capt. Canning, Capt. Weden, Capt. Toomer,
Capt. McCracken, Lt. Phillips.

New Building

1. Major Maxfield stated that in company with Major Harrison he had visited the American Embassy, and that Mr. Greene POLAD (A) was quite well disposed towards and prepared to render all possible assistance. The question of rent is rather peculiar as it is very difficult to decide to whom it is payable, and the whole matter is being left in abeyance until such time as a decision regarding rent is arrived at by the Allied Government.

Staff Study

2. It was agreed that all officers should prepare and submit a schedule of departmental duties by grade.

Closing of AC.

3. Capt. Toomer raised the question of the early closing of AC and that extra staff if any would be required to handle the extra numbers of files being handed in to receiving Section.

Searching

4. Capt. Toomer said he would require a long term man to replace Sgt. Fleming Plus an experienced FCO who had little time to serve but who would take over the Department whilst he (Capt. Toomer) was on leave in UK. It was agreed that Sgt. Houp start in the Searching Department at once and one of the replacement E.M. be trained in all departments in order to give him full knowledge on the set up prior to going to the Searching Department.

64

Personnel

5. Major Maxfield said the question of replacements was becoming increasingly important. E.M. were available but the question of employing in excess of establishment had to be considered. It was agreed it would

New Building

1. Major Maxfield stated that in company with Major Harrison he had visited the American Embassy, and that Mr. Greene POID (A) was quite well disposed towards and prepared to render all possible assistance. The question of rent is rather peculiar as it is very difficult to decide to whom it is payable, and the whole matter is being left in abeyance until such time as a decision regarding rent is arrived at by the Allied Government.

Staff Study

2. It was agreed that all officers should prepare and submit a schedule of departmental duties by grades.

Closing of AC.

3. Capt. Toomer raised the question of the early closing of AC and that extra staff if any would be required to handle the extra numbers of files being handed in to receiving section.

64

Searching

4. Capt. Toomer said he would require a long term man to replace Sgt. Fleming plus an experienced MCC who had little time to serve but who would take over the Department whilst he (Capt. Toomer) was on leave in UK. It was agreed that Sgt. Houp start in the Searching Department at once and one of the replacement E.Ms be trained in all departments in order to give him full knowledge on the set up prior to going to the Searching Department.

Personnel

5. Major Maxfield said the question of replacements was becoming increasingly important. E.Ms were available but the question of employing in excess of establishment had to be considered. It was agreed it would be wise to get suitable men to undertake the present staff who will all be home by the middle of the year. The question of British personnel was also discussed and it was agreed that Gibe approached as to the chance of getting more suitable staff.

DISTRIBUTION:

- Major Harrison,
- Major Maxfield,
- Capt. Jennings,
- Capt. Feder,
- Capt. Toomer.

George G. Maxfield
 George G. MAXFIELD,
 Major C.A.C.,
 Director W/Y Section,
 Archives Division.

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTS ALLIED COMMISSION
ARCHIVES BRANCH
MINUTE SLIP

DATE..... 31 Dec 43

FROM	TO
Major H.M. Harrison	
Major MAXFIELD <i>[Signature]</i>	
Capt. CRAWFORD	Capt. T. Rowlands <i>[Signature]</i>
Capt. WEDEY <i>[Signature]</i>	Chief Clerk <i>[Signature]</i>
FOLLO (K) REFERENCE	
Capt. Mc CRASPER <i>[Signature]</i>	
Capt. TUCKER <i>[Signature]</i>	
FOR Action	
Information	
Remarks	
Signature	

83

HEADQUARTERS ALLIED COMMISSION
APO 794
ARCHIVES DIVISION

Ref. 20/AB

30 December 1946

MINUTES OF STAFF CONFERENCE - Saturday 28th Dec. 1946

Present: Major HARRISSON, Major MAXFIELD, Capt. CANNINGS,
Capt. WEDEN, Capt. McCracken, Capt. TOOMER (on leave)

AFRA. 1. Major Harrison stated that the draft of proposed reply to AFRA re preparation of Staff study was still under review. Work in connection with the preparation of the Staff study should however be completed as soon as possible.

TRIMMER. 2. No further reply had been received from M-F Depot. Capt. Weden asked to follow up. Capt. Cannings reported that the condition of certain filmed files received by Final Storage Section from the Depot had been brought to the attention of Dr WILSON since it was little use going to the trouble of careful trimming if the files were returned in an untidy and loose condition.

NEW BUILDING.

3. Christmas and New Year holidays had interfered with any further progress through Dr URSO. Major Harrison stated that he had received a letter from Italian Finance Ministry which was being examined by Legal Branch AC today for their opinion.

FLAGS.

4. The new flags had been installed and instructions to the Duty Officer were being issued by Ex Offr (A) as to the procedure on holidays and Sundays of their display.

PRODUCTION.

5. Capt. Weden reported Mean total for M-F 1.164,020. Capt. McCracken RUK Files numbered..... 1.443,000. Major Maxfield proposed and it was agreed that in future a further report should be made, showing the number of Archive file-boxes ready for filming but not yet applied for by M-F Depot.

The present total was 39.-

20/AB 82

Major Harrison stated that the draft of proposed reply to AFRA re preparation of Staff study was still under review. Work in connection with the preparation of the Staff study should however be completed as soon as possible.

TRIMMER. 2. No further reply had been received from M-F Depot. Capt. Weden asked to follow up. Capt. Cannings reported that the condition of certain filmed files received by Final Storage Section from the Depot had been brought to the attention of Dr WILSON since it was little use going to the trouble of careful trimming if the files were returned in an untidy and loose condition.

NEW BUILDING.

3. Christmas and New Year holidays had interfered with any further progress through Dr URSO. Major Harrison stated that he had received a letter from Italian Finance Ministry which was being examined by Legal Branch AC today for their opinion.

FLAGS. 4. The new flags had been installed and instructions to the Duty Officer were being issued by Ex Offr (A) as to the procedure on holidays and Sundays of their display.

PRODUCTION.

5. Capt. Weden reported Mean total for M-F 1.164,020. Capt. Mc Cracken HUK Files numbered 1.443,000. Major Marfield proposed and it was agreed that in future a further report should be made, showing the number of Archive file-boxes ready for filming but not yet applied for by M-F Depot.

The present total was 39.--

M. Harrison
Major
N.M. HARRISSON,
Major,
Director,
Archives Division.

COPY

HEADQUARTERS ALLIED POW MISSION
400 734
ARCHIVES DIVISION

Ref. 20/43

30 December 1946

MINUTES OF STAFF CONFERENCE - Saturday 28th Dec. 1946

Present: Major HARRISON, Major SAFFIELD, Capt. CANNING, Capt. BROWN, Capt. McCracken, Capt. TOWNER (on leave)

AFSA. 1. Major Harrison stated that the draft of proposed reply to AFSA re preparation of staff study was still under review. Work in connection with the preparation of the staff study should however be completed as soon as possible.

THAMES. 2. No further reply had been received from S-P Depot. Capt. Eden asked to follow up. Capt. Canning reported that the condition of certain filmed files received by Final Storage Section from the Depot had been brought to the attention of Dr. MILTON since it was little use going to the trouble of careful trimming if the films were returned in an untidy and loose condition.

SEA BUILDING.

3. Christmas and New Year holidays had interfered with any further progress through Dr. WRO. Major Tarriman stated that he had received a letter from Italian Finance Ministry which was being examined by legal branch as today for their opinion.

FLAG. 4. The new flag had been installed and instructions to the Duty Officer were being issued by Ex Offr (A) as to the procedure on holidays and Sundays of their diary.

REDACTION.

5. Capt. Eden reported same total for S-P 1,164,000. Capt. McCracken 302. Piler number 1,441,000. Major Saffield proposed and it was agreed that in future a further report should be made showing the number of Archive file-boxes ready for filing but not yet applied for by S-P Depot.

The present total was 17.

18

AFSA. Major Harrison stated that the draft of proposed reply to AFSA re preparation of staff study was still under review. Work in connection with the preparation of the staff study should however be completed as soon as possible.

2. So further reply had been received from L-7 Depot. Capt. Seden asked to follow up. Capt. Dunning reported that the condition of certain filmed files received by Final Storage Section from the Depot had been brought to the attention of Dr. WILSON since it was little use going to the trouble of careful trimming if the files were returned in an untidy and loose condition.

NEW BUILDING.

3. Christmas and New Year holidays had interfered with any further progress through Dr. WRO. Major Raf. Wilson stated that he had received a letter from Italian Finance Ministry which was being examined by Legal Branch AC today for their opinion.

4. The new flags had been installed and instructions to the Duty Officer were being issued by Ex Offr (A) as to the procedure on holidays and Sundays of their duty.

87

PRODUCTION.

3. Capt. Seden reported seen total for L-7 1,164,000. Capt. Mc Cracken HUK Files numbered 1,443,000. Major Isfield proposed and it was agreed that in future a further report should be made, showing the number of archive file-boxes ready for filing but not yet applied for by L-7 Depot.

The present total was 39.-

S. S. HARRISON,
Major,
Director,
Archive Division.

HEADQUARTERS ALLIED COMMISSION
AFC 794
ARCHIVES DIVISION

24 December 1946

Ref. 20/AB.

MINUTES OF STAFF CONFERENCE - Saturday 21st. Dec. 46.

Present: Major Harrison, Major Maxfield, Capt. Canning, Capt. Weden, Capt. Toomer, Capt. McCracken.

- AFRA. 1. AFRA. Major Maxfield read draft letter to AFRA for submission to Executive Commissioner.
- FOOD. 2. Food Files. Capt. Toomer agreed to destroy all but the 10% of these and to list and store the rest.
- TRIMMER. 3. Trimmer. Matter still awaiting reply from Micro Film Depot.

NEW BUILDING. 4. New building. Christmas Holidays and leave is interrupting negotiations.

RECORDS OFFICERS 5. Records Officers names have all been received by "R" Section.

FLAGS 6. Flags Matter for report to C S C for action.

OFFICERS 7. Capt. McCracken has been assigned to RUM for temporary duty.

60 60

REGIONAL LISTS 8. The boxes of "R" lists of Regional Files to be examined by "S" and "Final Storage" sections for replacement of new lists as received from Micro Film Depot.

ACCOMMODATION. 9. Room 14 will be allotted to Final Storage Section (Capt. Canning) Staff of Checkers of HQ files to go to Room 12 under Capt. Toomer's arrangements.

MEAS. 10. A Christmas gift for all Archives civilian staff is being presented by the Officers and military personnel

submission to Executive Commissioner.

POOD. 2. Food Files. Capt. Toomer agreed to destroy all but the 10% of these and to list and store the rest.

TRIMMER. 3. Trimmer. Matter still awaiting reply from Micro Film Depot.

NEW BUILDING. 4. New building. Christmas Holidays and leave is interrupting negotiations.

RECORDS OFFICERS 5. Records Officers names have all been received by "R" Section.

PLANS 6. Blagg Matter for report to C S O for action.

OFFICERS 7. Capt. McCracken has been assigned to RUM for temporary duty.

60

REGIONAL LISTS 8. The boxes of "R" Lists of Regional Files to be examined by "B" and "Final Storage" sections for replacement of new lists as received from Micro Film Depot.

ACCOMMODATION.

9. Room 14 will be allotted to Final Storage Section (Capt. Canning) Staff of Checkers of HQ files to go to Room 12 under Capt. Toomer's arrangements.

CMAS. 10. A Christmas gift for all Archives civilian staff is being presented by the Officers and military personnel of the American side of Archives. British Officers are assisting. Meeting in Conference Room midday today.

HOLIDAYS 11. Christmas and New Year holidays would be as follows:

- Dec 24 - 25 - 26
- Dec 31 - Jan 1 and 2nd.

PRODUCTION 12. Archives AC. ready for Microfilm 1,134,910
 RUM Files numbered 1,330,060

M. Harrison
 M. HARRISON, Major
 Director of Archives Division.

HEADQUARTS ALLIED COMMISSION
ARCHIVEE BRANCH
MINUTE SLIP

DATE... 7... 1946.....

FROM Major H.M. Harrison TO

Capt. T. Rowlands

Major Maxfield - 58M.

Chief, Clark

Capt. Cummings

Folio (s) referred
Capt. Weeden

Capt. JOYNER

FOR Action Lt. PHILLIPS

Information

Remarks

Signature

*for information
of reference please*

1 DEC 1946 59

13 DEC 1946

HEADQUARTERS ALLIED COMMISSION
APO 794
ARCHIVES DIVISION

20/AB.

14 December 1946

MINUTES OF STAFF CONFERENCE - Saturday 14th Dec.

Present: Major Harrison, Major Maxfield, Capt. Cunnings,
Capt. Weden, Capt. Toomer, Lt. Phillips.

1. AFSA. Meeting will be held with Lt. Col. Jackson and Major Russell on Monday. It is expected that Brigadier Carr will be present. Major Maxfield requested to attend.
2. Food Files. Capt. Toomer reported all files examined with exception of one bundle. About 10% of all documents were worth filming.
3. Trimmer. Capt. Weden stated application has been made to Microfilm Depot Mr. Clarke for 2/15 inch cutters.
4. New building. Major Harrison stated matter was being followed up by him next week.
5. Production. Archives A.C. ready for microfilm 1,097,400 Documents numbered and checked (MUM 1,200,000)
6. Security. Key Board working well. Cleaners will work in Conference Room at mid-day protest.
7. Records Officers. Capt. Toomer is presenting a list of all F.O.'s except two to come, during the morning.
8. Flags. No replacement as yet.
9. Capt. McCracken will attend in "B" and "C" sections during the coming week. Further assignment at next meeting.
10. AFSA. Staff report to be roughly ready for discussion by next week of all employees in section. A Card index of staff in preparation for all sections.
11. Returns. Major Harrison asked that returns for conference shall be in Administrative Office by Friday evening.
12. Legal Files. Major Maxfield and Capt. Weden discussed the final storage angle of Legal Files. It was agreed that after Micro-filming these files could be re-absorbed under legal in the Regions

1. APRA Meeting will be held with Lt. Col. Jackson and Major Russell on Monday. It is expected that Brigadier Carr will be present. Major Maxfield requested to attend.
2. Food Files. Capt. Toomer reported all files examined with exception of one bundle. About 10% of all documents were worth filming.
3. Printer. Capt. Weden stated application has been made to Microfilm Depot Mr. Clarke for 2/15 inch cutters.
4. New building. Major Harrison stated matter was being followed up by him next week.
5. Production. Archives A.C. ready for microfilm 1,097,400 Documents numbered and checked (RUB 1,280,000)
6. Security. Key Board working well. Cleaners will work in Conference Room at mid-day probem.
7. Records Officers. Capt. Toomer is presenting a list of all N.C.'s except two to come, during the morning.
8. Flags. No replacement as yet.
9. Capt. McCracken will attend in "B" and "C" sections during the coming week. Further assignment at next meeting.
10. APRA. Staff report to be roughly ready for discussion by next week of all employees in section. A Card index of staff in preparation for all sections.
11. Returns. Major Harrison asked that returns for conference shall be in Administrative Office by Friday evening.
12. Legal Files. Major Maxfield and Capt. Weden discussed the final storage angle of legal files. It was agreed that after micro-filming these files could be re-absorbed under legal in the Regions to which they belonged. Capt. Canning concurred.
13. Property Control. Major Harrison asked Capt. Toomer to examine Property Control and see that there were not overlooked for microfilm. The same policy as minute 12 could be adopted.

Sam Harrison

S. M. HARRISON, 58
Major,
Director,
Archives Division.

HEADQUARTS ALLIED COMMISSION
ARCHIVES BRANCH
MINUTE SLIP

DATE.....

FROM DEC 1946 TO

Major N.M. Harrison
Major CHAPMAN
Capt. T. Howlands
Major Maxfield
Chief Clerk
Capt CANNINGS

Folio (a) referred
Capt Weden
Capt TURNER

FOR Action LT PHILLIPS

Information
Remarks
Signature

DEC 1946

for information
and your retention

[Handwritten signature]

HEADQUARTERS ALLIED COMMISSION
AFC 794
ARCHIVES DIVISION

Ref. 20/AB.

7 December 1946

Present: Major Harrison, Major Chapman, Major Warfield,
Capt. Cannings, Capt. Weden, Capt. Toomer, Lt. Phillips.

1. Major Harrison stated that the 2 Officers of AFRA would be visiting Archives on Tuesday morning next and a meeting would be called that day to hear what they required to know.
2. Food Files. Capt. Toomer stated that the number of bundles (13) were less than those stated at first (27). He had arranged to stamp upon those documents considered by him should be filmed and to abstract the remainder. He agreed that this could be finished by next meeting.
3. Trimmer. It was agreed that application be made to Micro Film Depot for the use of 2 trimming machines as none were available to carry out suggestion by E.C. and Lt. Col. Jackman.
4. New Building. Major Chapman reported a series of interviews upon this matter during the week. Admission to the building was still not possible. He would make a separate report on the situation at once.
5. Production of documents ready for M/F were 1,064, 220
RUX documents numbered 1,270, 330.
6. Security. Key Board now ready. After discussion it was agreed that the key of Room 10 should be placed in the Front Entrance Guard Room when office closes daily. JK
7. Capt. Toomer was asked to personally visit and obtain names of Records Officers of all Hq Branches and S/C by next meeting and to report any difficulties in obtaining these to Director of Archives.
8. Capt. Weden stated the (A) and (B) flags on the Balcony first floor were badly in need of repair or replacement. Report to be sent to S.C.'s Office.

Major Harrison stated that the 2 Officers of AFSA would be visiting Archives on Tuesday morning next and a meeting would be called that day to hear what they required to know.

2. Food Files. Capt. Toomer stated that the number of bundles (13) were less than those stated at first (27). He had arranged to stamp upon those documents considered by him should be filmed and to abstract the remainder. He agreed that this could be finished by next meeting.

3. Trimmer. It was agreed that application be made to Micro Film Depot for the use of 2 trimming machines as none were available to carry out suggestion by E.C. and Lt. Col. Jackman.

4. New Building. Major Chapman reported a series of interviews upon this matter during the week. Admission to the building was still not possible. He would make a separate report on the situation at once.

5. Production of documents ready for M/F were 1,664,820
RUX documents numbered 1,270,330.

6. Security. Key Board now ready. After discussion it was agreed that the key of Room 10 should be placed in the Front Entrance Guard Room when office closes daily. 56

7. Capt. Toomer was asked to personally visit and obtain names of Records Officers of all HQ Branches and S/C by next meeting and to report any difficulties in obtaining these to Director of Archives.

8. Capt. Weden stated the (A) and (B) flags on the Balcony first floor were badly in need of repair or replacement. Report to be sent to E.C.'s Office.

9. Advice by Major Mamfield of the arrival on Monday next of Capt. McCracken (A). It was agreed that he should be attached to each section for a period for instruction. Commencing with M/F Section.

M. Harrison
M. HARRISON, Major,
Director,
Archives Division.

M/F Section
Report as of 5 Dec
1946

Region I San Legal
FILES 7852*

DOCUMENTS 214080*

Southern Region
San Legal

FILES 18119*

DOCUMENTS 724760*

Region VI

FILES 1195*

DOCUMENTS 47800*

TOTALS TO DATE

DOCUMENTS 47800*

TOTALS TO DATE

FILES 27166*

DOCUMENTS @ 40pm FILE
1086640*

BOXES 149*

DOCUMENTS @ 7000 pm Box
1043000*

DIFFERENCE 43640*

MEAN TOTAL TO DATE
1064820*

10-55

*Richard
C. G.*

HEADQUARTS ALLIED COMMISSION
ARCHIVES BRANCH
MINUTE SLIP

DATE..... 1 Dec 1946

FROM _____ TO _____

Major F.M. Harrison

~~Capt. T. Rowlands~~

Major CHAPMAN

Chief Clerk

Capt. TOMER

Folio (s) Referred

A. PHILLIPS

ASB

~~Information~~
~~Remarks~~
~~Signature~~

1 DEC 1946

00-54

HEADQUARTERS ALLIED COMMISSION
APO 794
ARCHIVES DIVISION

20/AB.

30 November 1946

MINUTES OF STAFF CONFERENCE - Saturday Nov. 30th.

Present: Major Harrison - Major Chapman (Major Maxwell reporting Monday) - Capt. Cunnings - Capt. Weden absent at Naples - Capt. Toomer - Lt. Phillips.

1. Commenting upon minutes of last meeting Major Harrison said that with reference to Min. 1 and 2 all questions of (A) and (B) personnel and their future welfare under Embassies was being taken care of by AFRA (AFHQ) Major Russel said yesterday.

2. Capt. Toomer stated that (under Min. 3) he was arranging with Capt. Cunnings for the food files (27 bundles) to be sent to him for investigation either complete or in part.

3. AFRA. Major Harrison said he had been advised that Lt. Munden (A) and Capt. Baker (B) were to arrive here next Thursday to open the AFRA office in Rome. Office Space had agreed to allot the room adjoining to Dr. Wilson (No. 13).

4. Trimmer. Major Chapman stated that the cost of a trimmer for documents was found to be prohibitive. Matter referred back to AFRA for supplying to M/F if cost considered to be justified.

5. New building. Major Chapman reported that Sig. Caselli was still sick but that contact had been made with Sig. Urso who assured him the premises were available in toto and that the lease of the building was in final stage of completion.

6. Production. Capt. Weden away. Most of this week staff occupied with legal cases under Col. Nygard. Region I files being finally processed. Report by Major Chapman.

7. Security. Capt. Cunnings reported Key Board being made reply available from Adjutant's Branch re Duty Officer's responsibility.

8. RUX Files. Total numbered to date 1,125,000 53

1. Commenting upon minutes of last meeting Major Harrison said that with reference to Min. 1 and 2 all questions of (A) and (B) personnel and their future welfare under Embassies was being taken care of by AFRA (AFHQ) Major Russel said yesterday.
2. Capt. Toomer stated that (under Min. 3) he was arranging with Capt. Cannings for the food files (27 bundles) to be sent to him for investigation either complete or in part.
3. AFRA. Major Harrison said he had been advised that Lt. Munden (A) and Capt. Baker (B) were to arrive here next Thursday to open the AFRA office in Rome. Office Space had agreed to allot the room adjoining to Dr. Wilson (No. 13).
4. Trimmer. Major Chapman stated that the cost of a trimmer for documents was found to be prohibitive. Matter referred back to AFRA for supplying to M/F if cost considered to be justified.
5. New building. Major Chapman reported that Sig. Caselli was still sick but that contact had been made with Sig. Ureo who assured him the premises were available in toto and that the lease of the building was in final stage of completion.
6. Production. Capt. Weden away. Most of this week staff occupied with Legal cases under Col. Nygard. Region I files being finally processed. Report by Major Chapman.
7. Security. Capt. Cannings reported Key Board being made reply available from Adjutant's Branch re Duty Officer's responsibility.
8. RUK Files. Total numbered to date 1,125,000 59
9. List of HQ. Files still to come to Archives was presented. Total 5,600 did not include files of Executive Commissioner, Air Forces S/D, Land Forces, MIA and Navy S/D. Attention Capt. Toomer Bring forward in a month.
10. Major Chapman reported that the complaint by Brigadier Carr concerning disturbance had been investigated and steps taken to prevent a recurrence.

N. M. Harrison

N. M. HARRISON,
MAJOR,
Director,
Archives Division.

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTS ALLIED COMMISSION
ARCHIVES BRANCH
MINUTE SLIP

DATE. 25 NOV 1948

FROM Major P.M. Harrison TO

~~Capt. T. Rowlands~~
Major CHAPMAN

~~Chief Clerk~~
Capt. WEDEN

3-5-48
Folio (s) referred
Capt. TOOMER
Lt. PHILLIPS

~~Information~~
Information 00052
~~Remarks~~

HEADQUARTERS ALLIED COMMISSION
APO 794
ARCHIVES DIVISION

Ref. 20/AB

23 November 1946

MINUTES OF STAFF MEETING - Saturday Nov. 23rd.

Present: Major Harrison, Major Chapman, Capt. Cannings, Capt. Weden,
Capt. Toomer, Lt. Phillips.

1. Archives Staff. Major Harrison stated question of reduction of American personnel might necessitate the substitution of civilians. It should be borne in mind that on the change-over to Embassies, the Status of these (A) and (B) civilians should be noted and their position as replacement for military personnel assured with regard to food and accommodation. Major Chapman said that two American military were leaving but that only one was necessary for replacement. This was being taken by an American civilian (Fregyo).
2. Capt. Toomer was asked to investigate the staff prospects of both "R" and "S" Sections with a view to para 1.
3. Food files. It was noted that over 300 Food & Agriculture files had been placed in store for examination before destruction. Capt. Toomer as a Food Officer offered to examine these in case any were deemed necessary for retention. Offer accepted.
4. AFRA Visit. Major Harrison reported the visit of Lt. Col. Jackson (AFRA) and Major Russel to Archives yesterday. These Officers visited M/P Section during the afternoon and were satisfied. The Colonel suggested if possible a trimming cutter for use in the Section. Major Chapman offered to investigate prices etc.
5. New building. Major Chapman stated that after the visit to Via Sardegna on Tuesday with Mr. Ward Perkins and Dott. Sjuqvist to arrange the removal of furniture belonging to the Archeological Institute, he had telephoned Sig. Urso to once more confirm that the WHOLE building would be required by Archives, including the basement. It was also reported that Sig. Caselli was still sick and as soon as he recovered, the signing of the lease could be completed by both interested parties.
6. Production M/P. Capt. Weden reported total of completed documents to date as 1,006,380 (mean average). He also stated that regarding Legal Index work, Southern Regional cases were

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6. Production M/P. Capt. Weden reported total of completed documents to date as 1,006,380 (mean average). He also stated that regarding Legal Index work, Southern Regional cases were almost finished. In order to complete these quickly and also Region 1 he was supplying personnel to Lt. Col. Nygar for a week on loan. He proposed to commence Region 9 on Monday Dec. 2nd. This was an entirely new Region requiring both M and F work.
7. Security. Capt. Canning said that since under HQ orders, all documents in building are to remain open, since the documents doors of Archives require locking, a KEY BOARD should be installed in one Room, carrying all keys and that the key of that Room be handed to Duty Officer every night. Agreed to be in Room 10 and asked to arrange this.

M. Harrison
M. HARRISSON,
Major,
Director,
Archives Division.

doors

Subject: Progress Report

November 1946

Major W.M. HARRISON

Herewith brief resume of activities in Archives Division during your absence:

1. R.U.K. All files have been rehoused on 2nd Floor, see attached plan (App. A) for lay out. The brown covered index has been annotated by Dr. Seisel and an explanatory precis prepared by him. The German personnel have been dismissed and returned to Bolzano on the authority of Col. Bye. Capt. Toomer collected the files of Wittelmars Rederei and they have been housed and listed in R.U.K. Section, under sub title "W" Group. Numbering has progressed as per attached Report (App.B).
2. The two side rooms in G-4 Stores have been cleared and handed over to Micro Film Depot. Empty cases and waste paper are now stored in room 11 2nd Floor.
3. Bolzano files have been collected, checked and stored in G-4 Stores. Break re Toomer's trip.
4. Lombardia Region has been unboxed and bundled into series ready for M/P Section. Owing to lack of storage space the cases have been dismantled and the wood stored, by Office Space Section. A Mr. France (American Civilian AFA) is scrutinizing C.E.M. and Finance Files in room 31 (storage room for Lombardia Region).
5. Memo 10 has been drafted and approved by Brigadier, copy attached (App.C).
6. M/P Section, work progressing satisfactorily, now on Region 1. It has been found possible and advantageous to carry out the Micro Film cataloguing as a part of the M/P process. This small amalgamation dispenses with one complete operation, (listing), thereby effecting economy of labour. So far this is the experimental stage, but is working very satisfactorily. The few extra staff required are on the charge of micro film depot, and no increase in Archives staff is necessary, but this combination enables a reduction in the staff of Micro Film Depot. It appears evident after close examination of this scheme that it is the only way to keep the cameras fully occupied.


W.M.H.

1. Col. H. H. Federell and they have been housed and listed in R.U.K. Section, under sub title "M" Group. Numbering has progressed as per attached Report (App.B).
2. The two side rooms in G-4 Stores have been cleared and handed over to Micro Film Depot. Empty cases and waste paper are now stored in room 11 2nd Floor.
3. Bolzano files have been collected, checked and stored in G-4 Stores. Break re Boomers trip.
4. Lombardia Region has been unboxed and bundled into series ready for M/F Section. Owing to lack of storage space the cases have been dismantled and the wood stored, by Office Space Section. A Mr. France (American Civilian AFA) is scrutinizing C.E.M. and Finance Files in room 31 (storage room for Lombardia Region).
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7. New Premises. This business has been rather a headache. It was impossible to get any real sense out of the Pastor or Mr. Sounio, so with the approval of Brig. Carr, Major Chapman and I consulted an Italian advocate (Elora) who works for Legal Division. He has been very closely into the matter and it is clear that the Pastor has been merely holding us off peddling a decision as to whether the German Institute is returning. It is a long story but the whole matter is now under control and a lease is in course of preparation between the Pastor and the Italian Government. Please speak.
8. Future. A request for news as to what was happening came from GHQ. I drafted a reply for the Brigadier which was duly approved by him and the two POLADS before despatch. A preliminary conference on the future set up was called by Col. Jackson, AFMA

It appears evident that all records activities will be welded into a working whole, and run by a kind of committee composed of members of each group, Archives, Micro Filing, AFSA etc. This Conference was regarded as merely a preliminary to the large conference scheduled for mid November.

9. Accident L/Cpl. Mason Night of Nov.8. Please speak.

10. Col. Ross has given a few days special duty to Capt. Duret. Capt. Toomer is holding the fort in his absence. Please speak.


L.G. CANNINGS.
Capt. RASC.
Archives Division.

App. B

0 - 1 - 0

R E P O R T
of
N U M B E R I N G

Week from 14-19/10/1946	Numbers reached
Monday 14-10	20.396
Tuesday 15-10	20.139
Wednesday 16-10	7.865
Thursday 17-10	18.570
Friday 18-10	20.386
Sunday 19-10	9.896
Total:	<u>97.252</u>

Week from 21-26/10/1946	Numbers reached
Monday 21/10	21.015
Tuesday 22/10	19.832
Wednesday 23/10	9.035
Thursday 24/10	16.451
Friday 25/10	15.918
Saturday 26/10	7.897
Total:	<u>89.948</u>

24-25-26/10 2 numbering machines in repair.

Week from 28-10 - 2-11/1946	Numbers reached
Monday 28/10	14.785
Tuesday 29/10	13.500
Wednesday 30/10	7.502
Thursday 31/10	10.525
Friday 1/11	11.153
Saturday 2/11	8.953
Total:	<u>65.938</u>

28-29/10 2 and
30-31/10, 1-2/11 3 numbering machines in repair.
Miss G. Martorelli was sick 31/10 and 1/11 in the morning.

45-48

Week from 4/11 to 8/11 (Friday) 1946:	Numbers reached
Monday 4/11	8.576
Tuesday 5/11	14.914
Wednesday 6/11	8.780
Thursday 7/11	16.624
Friday 8/11	17.425
Total:	<u>66.319</u>

On 4th November Miss Giallonardi in the morning and Miss Martorelli and Miss Martines in the afternoon had a visit at ^{the} doctor.

3 number machines in repair from 4/11 to 7/11
2 " " " " " " " 8/11.

Total from 14/10 to 8/11:

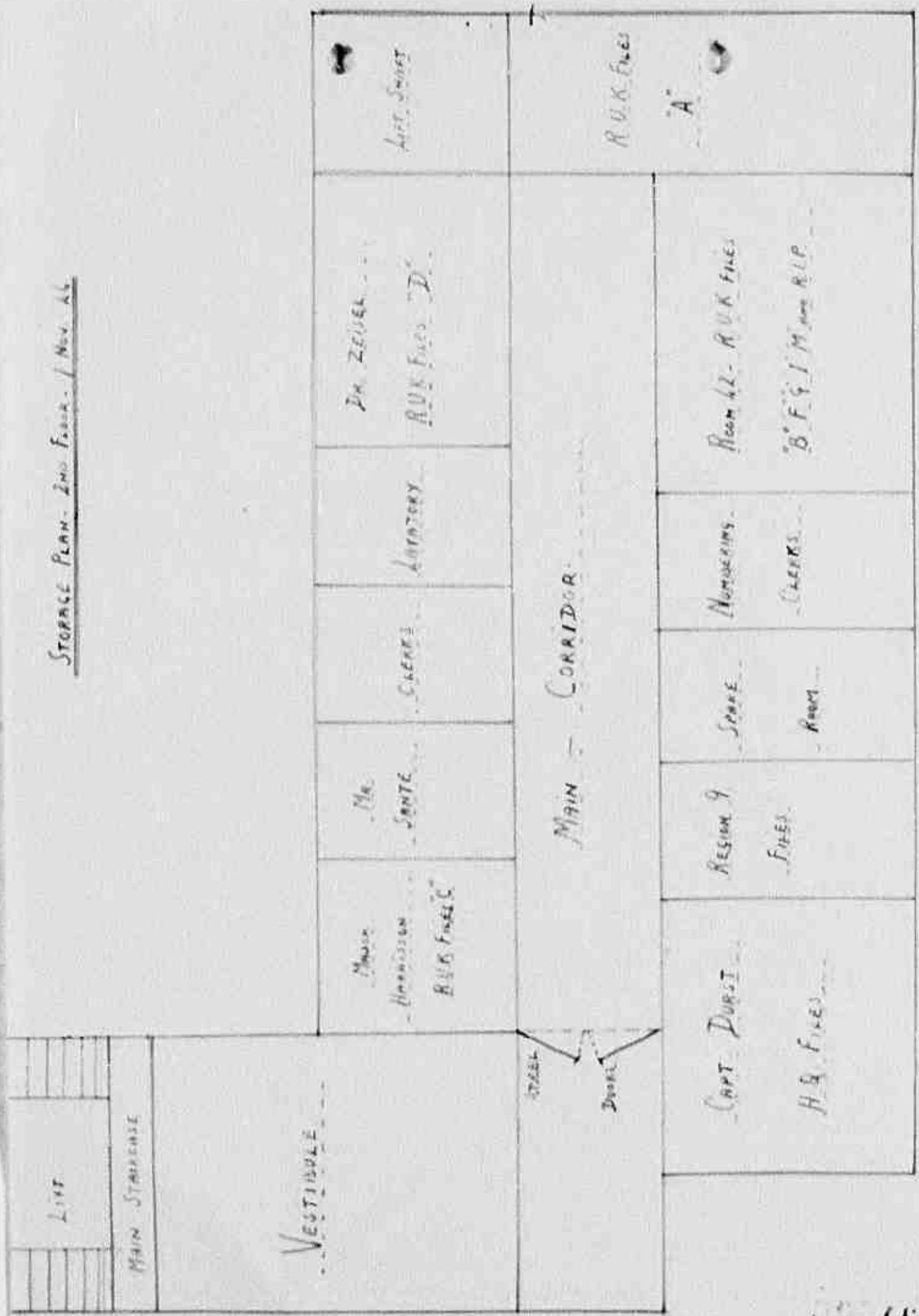
97.252
89.948
65.938
66.319
<hr/>
319.457

The numbering machines were out of use from 24 October and were not returned so far from the repair despite many urgences.

Rome, 8 November 1946.

STORAGE PLAN - 2ND FLOOR - / Nov. 66

Rev. "A"



Capt Duvall

Will you please study the reports of 'S' Section over
the last few weeks. Cpl FLEMING & Van Hise have the work
of finding files to do, & I don't think there is much to
it just now. The 220 files outstanding (Legal) should be
Examined at once to see whether any can be returned
of Region 6 & Southern Region
for insertion in Micro film. In fact, if Fleming has not a
list by REGIONS, he should make out. This should also
show how many files have been outstanding over the
Statutory 3 months period (EX Com memo NO 7, para 9
refers to outside bodies but this also applies to AC Branches
except Legal who may want more.)

11-15

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTS ALLIED COMMISSION
ARCHIVES BRANCH
MINUTE SLIP

DATE..... 7 OCT 1945

FROM Major N.M. Harrison TO

Capt. T. Rowlands
Major CHAMMAN *Alup*

Chief Clerk
Capt. CHARWINGS *x*

Folio (s) Referred
Capt. LUEDEN *Alup*
Capt. DURST *Alup*

FOR Action
Information *x reference*
Remarks
Signature

14 OCT 1945

HEADQUARTERS ALLIED COMMISSION
APO, 794
ARCHIVES BRANCH

Ref: 20/AE.

12 October 1946

MINUTES OF STAFF MEETING - Saturday October 12th.

Present: Major Harrison, Major Chapman, Capt. Weden,
Capt. Carnings, Capt. Durst. (Capt. ^{Adair} Tomer on duty).

1. M/P Section have settled down to their new duties with amalgamation of Staff and microfilm supplies are keeping up with the requirements of the Depot. Lt. MURDEN of AFRA has been visiting MF Depot and stated that he was suggesting the adoption of a Form for Cataloguing which would agree to their requirements and which could probably be acceptable to both Archives and Microfilm Depot and which would save considerable listing for the latter. Major Chapman and Capt. Weden for discussion, with Major RUSSEL (AFRA) and Capt. LEE .
2. RUK Files. The recent decision of the Executive Commissioner to vacate the Annex requires the immediate moving of the RUK Files to offices in the late CEM Branch. Work has commenced and will possibly be finished by October 20th. It had been stated by Executive Commissioner in order that security of these files is maintained, extra time would be permitted if necessary for the move, to ensure that no files are lost or mislaid in transit.
3. Adraft of the new instructions of S Section and R was submitted by Capt. DURST and with slight amendments was approved by O i/c. It was requested by the latter that a draft be also prepared by Capt. Durst of a Directive (no.10) upon the Application for files to be submitted to Executive Commissioner by Admin. Officer.
4. New Building Via Sardegna. Executive Commissioner approved that Capt. Carnings should ask Sig. SORDIO to call and report what steps are being taken by Italian Government concerning Lease of this building.
5. Working hours. With regard to the M/P Section, it must be recorded that any alteration of the present working hours within Allied Commission of a permanent nature, must be approved by Executive Commissioner and that no other authority will be permitted unless countersigned by him. The permission of an occasional special "time-off" can be always arranged in consultation with Chief Archives Officer.

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4. New Building Via Sardegna. Executive Commissioner approved that Capt. Canning should ask Sig. SORICIO to call and report what steps are being taken by Italian Government concerning Lease of this building.
5. Working hours. With regard to the M/P Section, it must be recorded that any alteration of the present working hours within Allied Commission of a permanent nature, must be approved by Executive Commissioner and that no other authority will be permitted unless countersigned by him. The permission of an occasional special "time-off" can be always arranged in consultation with Chief Archives Officer.
6. A visit of the American Military Attache on Friday October 14th is recorded. A further visit is hoped in the near future since certain American Officers were unable to meet him.
7. In the absence of Major M.M. Harrison Chief Archives Officer on Privilege Leave, it was agreed that Capt. Canning Admin. Officer should sign all correspondence on his behalf, and should report upon any necessary matters to the Executive Commissioner. Major Chapman confirmed his agreement to this procedure providing he is kept in touch with all matters of importance.

M.M. Harrison

M.M. HARRISSON,
Major,
Chief Archives Officer.

43

HEADQUARTS ALLIED COMMISSION
ARCHIVES BRANCH
MINUTE SLIP

DATE... 7 OCT 1945

FROM TO

Major N.M. Harrison

~~Major~~ CHAPMAN

Capt. T. Rowlands

~~Capt. WEDER~~

~~Chief Clerk~~

capt. DURST VED

Folio (s) Referred

For Action
Information
Remarks
Signature

*for information &
retention, please.*

7 OCT 1945

42'

MEMORANDUM FOR THE DIRECTOR
A/0 73A
ACTIVITIES DIVISION

Ref: 20/13.

5 October 1964

REVISION OF 1957 REPORTS - BUREAU OF INVESTIGATION

Present: Major Harrison, Major Dwyer, Capt. [Name],
Capt. [Name] (Capt. Harrison on leave).

1. Since the last meeting 27th August, the change over of the Sections "1" and "2" to our combined Section, the approval of the "1" Section policy and the commencement of microfilming had occurred.

2. Major Harrison stated that he had received a highly satisfactory report from the microfilm report upon the first assignment of films for filing from the "1/2" Section.

3. Capt. [Name] presented a report showing that 193,000 documents of Southern region were ready for filing for next Monday, a total of 47,000, documents of Region 6 had been microfilmed since then.

4. Capt. [Name] presented a detailed report upon the situation of "1" Section, "1/2" Section and "4" on "1". The position was very satisfactory and he was requested to advise the present limitations of "1" and see whether these required revision.

5. Major Dwyer was asked to prepare any instructions he considered necessary as to the duties of the minimum skeleton staff necessary between 1/2 and the "1" Section, so that at no later date, any instructions should cover in this regard.

6. Major Harrison briefly outlined the results of the meeting preliminary of the N.S. and the action which was being taken by [Name] (1) and (2) over the future of a skeleton staff over the [Name].

7. It was decided that the supervision of the "1" Section should be under Capt. [Name] both for regional and "1" films, but that those based of regional documents in "1" should be supervised by the late "1" Section, should be the responsibility of Capt. [Name] until such time as they are taken over by 1/2 Section for processing. Any questions of films unable to be found in these books, should be referred to him by Capt. [Name] before reporting an untraceable "1" Section.

1. Since the last meeting 27th August, the change over of the sections 'A' and 'B' to new sections 'C' and 'D' has occurred. The removal of the 'A' Section policy and the commencement of identification had occurred.
2. Major Harrison stated that he had received a slightly antic-factory report from the 'A' Section about the first examination of files for filing from the 'A' Section.
3. Capt. Nolan presented a report showing that 133,000 documents of Southern Section were ready for filing for next Monday, a total of 247,000, documents of Section 6 had been followed this week.
4. Capt. Darré presented a combined report upon the situation of 'A' Section, 'B' Section and 'C' Section. The position was very satisfactory and he was requested to review the present instructions of 'A' and see whether these required revision.
5. Major Chapman was asked to prepare any instructions he considered necessary as to the habits of the 'A' Section. Staff necessary between 'A' and 'B' and the 'A' Section staff, so that at no later date, any identification should occur in this dept.
6. Major Harrison briefly outlined the result of the meeting regarding of the 'A', 'B' and 'C' sections which was being taken by 'A' (1) and (2) upon the future of 'A' Section staff under the 'A' Section.
7. It was decided that the supervision of the 'A' Section should be under Capt. Darré both for 'A' and 'B' files, but that those boxes of 'A' Section documents in 'A' should be deposited by the 'A' Section, should be the responsibility of Capt. Darré until such time as they are taken over by 'A' Section for forwarding. Any questions of files unable to be found in these boxes, should be referred to him by Capt. Darré before reporting as untraceable by 'A' Section.
8. It was confirmed that the official trial of Military records and material to Archives would be not in excess of five sections and 5 British. Any surplus must be cancelled as purely temporary and liable to be called out.
9. Owing to information received this morning, Major Harrison said that Capt. Darré would be required to proceed to London early next week to supervise transport of 'A' and 'B' Section files to that office was closing down immediately.

Wm Harrison
 Maj. Harrison
 Capt. Harrison (A) - 101

101-101

101-101

Maj. Chapman (Major Chapman - Capt. Nolan)
 Capt. Darré (Capt. Darré)
 101-101

HEADQUARTERS ALLIED COMMISSION
APO 794
ARCHIVES BRANCH

Ref: 20/AB

27 August 1946

MINUTES OF STAFF CONFERENCE - TUESDAY 27 AUG.

Present Major Harrison, Major Chapman, Capt. Canning, Capt. Meden

1. Major Harrison briefly the position of "M" and "P" Section since the visit of the Executive Commissioner to Archives on Aug. 20 and asked Major Chapman to open the discussion as to future policy in this connection.
2. Major Chapman said he had investigated the situation and that the only sensible solution was to instal American and British (Civilian) Readers.
3. The question of cost was brought up by Capt. Canning and it was estimated that an increase of 10,000 lire a day would possibly be required to do this.
3. It was agreed however that if the full Army Staff was allotted sufficient soldier personnel could be given to "P" section to make 3-good Readers.
5. The question of boxing files in continuity was discussed and Major Chapman said this could soon be straightened out.
6. Major Harrison said that before any new Region was commenced he considered that SOUTHERN Region should also be done over again in accordance with the Scheduled Examples of matter for discard filmed and sent to Washington so that no delay would occur directly microfilming began.
7. Major Chapman said he had a revolutionary set-up in mind, based upon the "chain" system which, commencing with examination by an Officer, would probably relieve the Readers of most of their queries and cause a continuous flow of work through the Section.
8. It was agreed that Major Chapman would, during the next two days, prepare this scheme, in conjunction with the present Staff and it was also agreed that Lt. Taylor should be incorporated in the plan as reliefer to the ~~present~~ Officer i/c Section, incorporating his present work in the scheme.
8. Capt. Buck of Microfilm should also be asked to visit "P" Section and satisfy himself as to how the finished be sent and received by the Microfilm Unit beginning with REGION 6, which is now ready for Filming.

10. Major Harrison briefly summed up the points agreed:-

(a) Military Staff as follows.....All Sections.

the only sensible solution was to instal American and British (Civilian) Readers.

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10. Mayor Harrison briefly sunned up the points agreed:-
 (a) Military Staff as follows.....All Sections.

	<u>EX/OR</u>
P Section	2 (AB)
M Section	2 (AB)
S Section	1 (B)
O i/c, Admin. And "R" I (B)	1 (Clerk B)
	41
	IO
(b) Review boxing and listing.....	"P"
(c) SOUTHERN REGION to be overnailed.....	"P"
(d) Capt. BUCK to visit Section.....	"P"
(e) Cpl. Flening "S" to see Mayor Chapman.....	"P"
(f) More boxes wanted.....	"P"

N. M. HARRISSON
 Mayor,

HEADQUARTERS ALLIED COMMISSION
APO 794
ARCHIVES BRANCH

Ref. PQ/AB

12 August 1946

MINUTES OF STAFF CONFERENCE - SATURDAY 10 AUG.

1. Major Harrison read the minutes of the last conference.
2. Major Chapman stated that the action taken in para 3 last meeting on behalf of the American Officers was in process of completion. "P" Section
3. Capt. Canning reported the bad state of the files from Naples, a letter was been prepared to send to them. "M" Section
4. Sitrep is been prepared by Monday next upon the subject of H.Q. Files by Lt. Taylor. "B" Section
5. Capt. Canning reported he had received a replacement for Pt. Lawrence, he also stated that bids were been made for wast- paper in Archives. "M" Section
6. Leave:

Major Chapman
Capt. Canning
Lt. Taylor
Capt. Woden

August 19th
Compassionate Leave
Switzerland Tour -September
Leave at Naples.

H. M. Harrison
major
H.M. HARRISON,
Major,
Chief Archives Officer.

Distribution:
* Section
M "
R & Cardex Section
File /

HEADQUARTS ALLIED COMMISSION
ARCHIVES BRANCH
MINUTE SLIP

DATE... 6-8-46

FROM Major N.M. Harrison TO

~~Copy to~~ Major T. Rowlands
Major CHAPMAN

~~Chief Clerk~~
Capt CANNING

Folio (s) Referred
A. TAYLOR

FOR Action
Information x Retention
Remarks
Signature

HEADQUARTERS ALLIED OVERSIGHT
AFG 734
ARCHIVES BRANCH

3 August 1946

Minutes of Staff Conference - Saturday 3 August

- 1. Major Harrison stated that he had received a teletype through Mr. WILSON re the Prosecution of ALGER Records for filing. It stated that copies of "disputed" documents were to be extracted and to be ready for filing by FRIDAY next AUG. 5th so that these might be dispatched to ODS for examination. P/M
Section
- 2. Major Harrison stated that the work on HIK files had been temporarily suspended pending further instruction about the German Staff. In the meantime, the Italian Staff would be probably employed in the Section on Tuesday. P/Section
- 3. Upon a discussion upon the future officers of teams with the Subordinates, Major Chapman was asked on behalf of the American Officers to see what steps were in the process of being taken regarding the employment of the American Staff of Archives with the Italian. All
officers
- 4. Later it was stated that assistance would have to be found to clear the WORKERS of DEVAL FILES. Action for discussion on Tuesday morning when the re-allocation of Staff was to be arranged (with-ALGER Archives). P/S
Sections

M. Harrison

M. HARRISON,
Major,
Chief Archives Officer

1st
2nd
3rd
4th
5th

Major Harrison stated that he had received a teletype through Dr. WILSON re the preparation of ALCON records for filing. It stated that samples of "disposal" documents were to be extracted and to be ready for filing by TWENTY next Aug. 5th so that these might be dispatched to OAS for examination.

2. Major Harrison stated that the work on IBM files had been temporarily suspended pending further instruction about the Coonan Staff. In the meantime, the Italian Staff would be temporarily employed in 7th Section on Tuesday.

3. Upon a discussion upon the future status of teams with the Mission, Major Chapman was asked on behalf of the American Officers to see what steps were in the process of being taken regarding the equipment of the American Staff of Archives with the Mission.

4. Later it was stated that assistance would have to be found to clear the CHARLES of LOCAL FILMS. Matter for discussion on Tuesday regarding when the re-allocation of Staff was to be arranged (Ref-Alcon Archives).

M. Harrison
M. HARRISON,
Major,
Chief Archives Office

[Handwritten initials and marks]

00-38

HEADQUARTS ALLIED COMMISSION
ARCHIVES BRANCH
MINUTE SLIP

DATE... 8 AUG 1946

FROM Major N.M. Harrison TO

~~Capt. T. Rowland~~
Major CHAPMAN *slip*
~~Chief Clerk~~
Capt. L.G. CANNINGS

Folio (s) Referred
Lieut TAYLOR *slip*

FOR Action
Information
Remarks
signature

*For your information
& retention please*

68-37

ALLIED COMMISSION HEADQUARTERS
APO 794
ARCHIVES BRANCH

REF. 23/AL

6th July 1946

Minutes of Staff Conference - Saturday July 6th.

1. Major Harrison read the Minutes of E.C.'s Meeting at July 1st. All Sections.
 2. The Staff Study (Para 2 of E.C.'s Minutes) was read and all agreed that the numbers suggested for transfer to the Embassy would be sufficient. All Sections.
 3. Major Harrison asked that Sections will contact Microfilm (Capt. Johnson) for his help in obtaining further wooden boxes. 'M' Section, 'P' Section, Microfilm Depot
 4. Major Chapman discussed the recording of files for filing. It was agreed that a card should be inserted between the files of each Archive Group number (Partitions) in both the film and Discard boxes. 'P' Section, Capt. Carvings
 5. Lieut. Taylor discussed situation of Headquarter Files. It was agreed that from next week the work of Carvings should be held up and that Sign. Calantha should assist Lieut. Taylor in the culling of Headquarter Files. Carvings, 'P' Section.
- The instructions under 'P' Section are to be carefully read and before the files of C-4, (5) are commenced on Monday. A report will be placed in the file (15/AR/C-4) when these have been stored in room 14.
6. It must be understood that no time off for the best Output can be permitted for the week when a general holiday has been granted to AC personnel.

M. Harrison
M.J. HARRISON,
MAJOR,
Chief Archives Officer.

DISTRIBUTION

'P' SECTION
'M' SECTION
CARVING SECTION

William read the Minutes of E.C.'s Meeting at July 1st. All Sections.

- 2. The Staff Study (Para 2 of E.C.'s Minutes) was read and all agreed that the numbers suggested for transfer to the Eisenhower would be sufficient.
All Sections.
 - 3. Major Harrisson asked that Sections will contact Microfilm (Capt. Johnson) for his help in obtaining further wooden boxes.
M Section,
P Section,
Microfilm Depot
 - 4. Major Chapman discussed the recording of Files for Filing. It was agreed that a card should be inserted between the files of each Archive Group number (Paravision) in both the film and Discard boxes.
P Section,
Capt. Carvings
 - 5. Lieut. Taylor discussed situation of Headquarter Files. It was agreed that from next week the work of Carter should be held up and that Sign. Calender should assist Lieut. Taylor in the checking of Headquarter Files.
Carter,
P Section.
- The instructions under 'P' Section are to be carefully read in before the files of C-4 (B) are examined on Monday. A report will be placed in the file (15/AB/0-4) when these have been stored in room 44.
- 6. It must be understood that no time off for the best output can be permitted for the week when a general holiday has been granted to AG personnel.

B.M. Harrisson
 M.L. HARRISSON,
 MAJ. G.R.,
 Chief Archives Officer.

DISTRIBUTION
 'P' SECTION
 'M' SECTION
 CAPTEL SECTION
 FILE

00-36

MINUTES OF STAFF MEETING 22nd June 1946

Present Major Harrison Capt Jennings Capt Weden
 Major Chapman Lieut Taylor absent sick

1. The principle subject was a general discussion upon the future staff of Archives.
2. Major Harrison reported the arrival of Cable FAN 672 via G-5 AFHQ, the details of which would be discussed at a Meeting at the Executive Commissioners Office by G-5/AFRA/ Polads A/B/Micro-film Section and Archives on Monday July 1. FAN 672
Archives Sections were requested to forward comments or suggestions for discussion at the next Staff Conference (29th) upon the following subjects :-

- (a) Future totals of Officers, EM's/OR's and civilians necessary for each Section based upon figures given at Conference of 15th June. (see Minutes)
- (b) List of items or "blocks of material" considered should be eliminated from Micro-filming. This is to form a basis for discussion at the Preliminary Meeting on Monday morning July 1st with Microfilm.
- (c) Any remarks as to the "segregation of material NOT to be shown to; ; ; .." Para 3 of G-5 letter. Any suggestions how this should be carried out ?
- (d) Special storing of such material after microfilm. How these should be stored and catalogued.

- 3 Output. Since the awarding of "time off" in production contexts only affects those workers who are on production, the scheme should be considered with fair treatment to all the employees in Archives. Discussion at next Meeting.

- 4 Card Index Lt Taylor reported the completion of Cards for Southern Region. The time has come for a review of the whole situation regarding totals of Regions which have been card indexed and those finished by "M" Section. Return on both these for next Conference to discuss situation.

N.M. Harrison
N.M. Harrison Major
Chief Archives Officer.

HEADQUARTS ALLIED COMMISSION
ARCHIVES BRANCH
MINUTE SLIP

DATE. 15 GIU 1946

FROM Major H.M. Harrison TO

~~Capt. T. Rowlands~~
Major P.M. CHAPMAN *Handwritten initials*

~~Chief Clerk~~
Capt. L.B. CANNINGS *Handwritten initials*

Folio (s) Referred
Capt. WOODEN
Lieut. TAYLOR *Handwritten initials*

FOR Action
Information
Remarks
Signature

15 GIU 1946
Please return as copy

00034(ii)

TRAINING ALIEN ON LINE
APC 794
SECURITY BOARD

15 June 1966

MEETING OF STAFF CONFERENCE - DATED 15 JUNE

1. All items on list under Conference receiving attention.
2. CIVIL. Total of Cards to date 93,000. Southeast Region exceeded this week.
3. SECT. Major Chapman, 7th Section, said that in order to reach output of 20,000 p. day, at least 30,000 will have to be examined for delay. This would mean the set up of 4 teams of 1 Reader 3 clerks each, under Officer supervision and the team would be required as soon as possible. Capt. Corbridge said that to obtain continuity of output in whole of Archives the following Establishment was required immediately.

	O.	RM/SE	Admin.	Clerks/Cydist
A(Admin.)	1	-	1	-
R } Section	-	2	-	-
7th Section	2	4	-	44
7th Section	1	-	4	12
Cards	1	-	-	4
<hr/>				
	5	6	5	30
				46

4. SECT. STAFF. It was agreed that on the branches of ALPH, if closed down, C-4 Civ. should be approached so that the Services Civilian could be interviewed with a view to transferring them as Readers in 7th Section. Authority for increase of Civilian staff may have to be obtained from Security Commissioner later.

J. H. HARRISON,
Major,
Chief Archives Section.

output of 20,000 p. per day, at least 30,000 will have to be examined for declass. This would mean the set up of 4 teams of 1 Reader 3 clerks each, under Officer supervision and the team would be required as soon as possible. Capt. Carrington said that to obtain certainty of output in whole of Archives the following Establishment was required immediately.

	C.	MI/PI	Admin.	Clerks/Typist
A (Admin.)	1	-	1	-
R } Section	-	2	-	-
1 st Section	2	4	-	14
2 nd Section	1	-	4	12
Cardex	1	-	-	4
	5	6	5	30
				46

4. PLATE STAFF. It was agreed that as the business of AICM, in closed down, G-4 Civ. should be approached so that the Southern Civilian could be interviewed with a view to interviewing them as Readers in 2nd Section. Authority for issuance of Civilian staff may have to be obtained from Executive Commissioner's letter.

H. M. HOFFMAN,
Major,
Chief Archives Officer.

09-26(2)

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTS ALLIED COMMISSION
ARCHIVES BRANCH
MINUTE SLIP

DATE 12 OCT 1946

FROM Major N.M. Harrison TO

~~Capt. W. Howland~~ *WJH*

~~Maj. CHAPMAN~~

Chief Clerk

~~Capt. MCCANNING~~ *X*

Folio (s) Referred

~~Capt. WEDEN~~ *WB*

~~Capt. TAYLOR~~

~~FOR Action
Information
Remarks
Signature~~

14 OCT 1946

*Please return
a copy*

00-33

TRANSFERRING ALLIED COMMISSION
APR 73
ARCHIVES BRANCH

Ref: 89/43

Minutes of Staff Conference - Saturday Jan 8

1. Major D.M. Graham (A) joined Archives on Jan 7 and is concerning the use of Section (Final for Filing) in Large Conference Room.
2. Bookelling Press. Lt. Taylor states one of 6 ready this week. Lt. Taylor Stanile, obtain through D.P.S.S., Capt. Carrings
3. Printing. Delivery of 6 this week. - " -
4. Staff leave. Last of all to July ready. - " -
5. British Staff. Capt. Carrings stated that when the proposed PRINT out is published, our British CR's will be due for UK by July. This presents a serious problem which must be discussed.
6. Section 10/12. Having been completed, the "1" Section room was allowed for cleaning for 2 days, the staff working in Room 14 under Corporal Martin - loading of case files would also be brought upto date - It should be placed on record that C.P. was completed within the scheduled period of 10 weeks and the section is to be heavily consolidated on a difficult task.
7. A meeting of MOLES (A) (2) and other heads of Departments was to be held under Executive Commissioner on Sunday next to discuss Archives future. Lt. Taylor

M. Harrison

M. J. HARRISON
Major
Chief Archives Officer

MINUTIA
1st SECTION
2nd SECTION
GENERAL SERVICES
FILE

- 3. Packing. Delivery of 6 this week.
- 4. Staff Leave. List of all to July ready.
- 5. Delight Staff. Capt. Carrings stated that when the proposed staff cut is published, our British CE's will be due for UK by July. This presents a serious problem which must be discussed.
- 6. Southern Section. Having been completed, the 1st Section room was closed for cleaning for 2 days, the staff working in Room 14, under Corporal Martin - having of course files would also be brought up to date - It should be placed on record that S.P. was completed within the scheduled period of 10 weeks and the section is to be heartily congratulated on a difficult task.
- 7. A meeting of MRADs (A) (B) and other heads of Departments was to be held under Executive Co-ordination on Tuesday next to discuss Archives future. M.J. Harrison

M. Harrison
 M.J. HARRISON,
 Major,
 Chief Archives Officer.

DISPATCH
 7th SECTION
 1st SECTION
 CHIEF ARCHIVES OFFICER
 FILE

00-32

HEADQUARTS ALLIED COMMISSION
ARCHIVES BRANCH
MINUTE SLIP

DATE... 14 GIU 1946

FROM Major H.M. Harrison TO AMC

~~Capt. F. Rowlands~~

Major CHAPMAN

~~Chief Clerk~~

capt. L.B. CANNINGS

Folio (s) Referred WEDEN Taylor
Lieut TAYLOR CB

~~Non-Action~~
Information
~~Remarks~~
~~Signature~~

14 GIU 1946

Please return a
copy

29-31

HEADQUARTERS ALLIED COMMISSION
APO 734
ARCHIVES BRANCH

Ref: 20/13

MINUTES STAFF CONFERENCE - SATURDAY JUNE 1st

1. Food Filing Boxes. Lt. Taylor asked to order 6 extra boxes and to prepare list of Regions by totals of all Cards completed. Lt. Taylor
2. Set of Stencils wanted for all Boxes. Capt. Cummings
3. Purples. Delivery will be made end of next week (7/6/46) - " -
4. Staff Leave. List ready by next meeting. - " -
5. Functional Symbols. List being prepared by M in collaboration with Card Section (Postponed) Capt. Woden
6. Missing Files. Signals sent to Pleasant and Venezia re reply. Lt. Taylor
7. Signia Lists being made out by Card Section for despatch. Lt. Taylor
8. Capt. Cummings stated that the lists used by Card Section are unavailible. As "H" prepare their case lists, these should be sent up to Card Section to see that all files have a filing card. Capt. Woden
9. Missing HQ Files. It has been found that where a series is divided into more than one branch, it is necessary to prepare filing cards first and the Master Lists from these cards. Lt. Taylor

M. N. Harrison
 M. N. HARRISON,
 Major,
 Chief Archives Officer.

MINUTES
 HQ SECTION
 HQ SECTION
 ARCHIVES BRANCH
 FILE

- 2. Purchases. Delivery will be made end of next week (7/6/46) - " -
- 3. Staff Leave. List ready by next meeting. - " -
- 4. Functional Symbols. List being prepared by M in collaboration with Card Section (Postponed) Capt. Hoden
- 5. Missing Files. Signals sent to Piemonte and Venezia in reply. M.J. Harrison Algeria lists being made out by Card Section for Langstaff. Lt. Taylor
- 6. Capt. Cunningham stated that the lists used by Card Section are unreliable. As "M" prepares their case lists, these should be sent up to Card Section to see that all files have a filing card. Capt. Seden Lt. Taylor
- 7. Listing HQ Files. It has been found that where a series is divided into more than one branch, it is necessary to prepare filing cards first and the Master Lists from these cards. M.J. Harrison

M.J. Harrison
 M. J. HARRISON,
 Major,
 Chief Archives Officer.

MEMORANDUM
 HQ SECTION
 HQ SECTION
 CHIEF ARCHIVES OFFICER
 FILE

AS-500

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTS ALLIED COMMISSION
ARCHIVES BRANCH
MINUTE SLIP

DATE.....
FROM 27 MAY 1946 TO
Major H.M. Harrison
Capt. T. Howlands
Chief Clerk
Colo (s) referred WEDEN
TAYLOR
FOR Action Information Remarks 10-29

HEADQUARTERS ALLIED OFFENSIVE
APO 324
ACTIVIST BRANCH

25 May 1946

REV. : 20/46

MINUTES OF STAFF CONFERENCE - Sat. 25 May

14. DATES above - moving to Conference Room.

1. Good News for hours - seriousness of situation in handwriting output has been repeatedly reported to H. Consultant. Letter (see 17/46) written by A. on Friday asking that matter be placed before H. Consultant. Telephone call from ALIA records state that 42 are on the way from CASUAL.

2. Good Willing Card Game. Three provided by next Monday from OFFICE Space Section.

3. News. Six have been promised to be delivered by Saturday next June 1st by Publishing OFFICE.

4. Staff Leave. List will be ready by next Conference Meeting.

5. Searchlight. Capt. Gammings will look into details of work and prepare instructions by next meeting.

6. Regional Symbols. Capt. Nelson suggested that a list of the functions with the Regional Activist Group members should be prepared for easy reference. Major Harrison suggested that one of the Blackboard should be used for the purpose as well as typed lists for each branch. The Section will prepare this list.

7. Conference Room opens on Monday as Sydney Pool, Carlton Room and Southern Section.

General

A. H. HARRISON,
CHIEF
C./I./O. ACTIVIST BRANCH

1. Food Room for records - specimens of evidence in handwriting output has been repeatedly reported to HJ Conard. Letter (see 47/AD) written by A. on Friday asking that letter be placed before Hoo. C. C. Telephone call from WMA records state that 12 are on the way from C. C. C.
2. Food Room - Carl B. B. B. Three provided by next Monday from Office Space Section.
3. Records. Six have been promised to be delivered by Saturday next June 1st by Purchasing Officer.
4. Staff Lists. List will be ready by next Conference Meeting.
5. Records. Capt. Charlings will look into details of work and prepare instructions by next meeting.
6. Records. Capt. B. B. B. suggested that a list of the Records with the Regional Archive Group B. B. B. should be prepared for easy reference. Major Harrison suggested that one of the B. B. B. should be used for the purpose as well as typed lists for each branch. B. B. B. Section will prepare this list.
7. Conferring Room opens on Monday as Typing Pool, Carsten Room and Research Section.

W. Harrison
W. HARRISON,
MAJOR
C. I. / S. ARCHIVE BRANCH

86-018

HEADQUARTS ALLIED COMMISSION
ARCHIVES BRANCH
MINUTE SLIP

DATE.....
21 MAG 1946

FROM Major H.M. Harrison TO

~~Capt. F. Rowlands~~
Capt. L.O. CANNINGS
~~Chief Clerk~~

Folio (s) Referred
Capt. WEDEN
and TAYLOR

~~Non-Action~~
Information
~~Remarks~~
~~Signature~~

- Please return
a copy

00-27

HEADQUARTERS ALLIED COMMISSION
APO 394
ARCHIVES BRANCH

18 May 1946

HFP: - 20/AD.

MINUTES OF STAFF CONFERENCE - 18 May 1946

Present : Major HARRISSON
Capt. CANNINGS
Capt. WELBY

1. Major Harrison stated that the result of the meeting of May 10th was as follows:
 - (a) Files were to be merged after the instructions under Directive Number 9 had been carried out.
 - (b) "M" Section was closed and would be re-opened as soon as files were received from Headquarter Sections in the Conference Room.
2. (a) The LOGGARDIA Files will be called for by "M" Section as and when required.
 - (b) It was decided to complete the preparation of files in Room 42 after the Southern Region was finished. This includes Region I/5/9. Any Headquarter Files would be sent to Room 14 in order that Room 42 could be kept clear.
 - (c) It was agreed that the suggestion to send files already prepared for Micro-filming to the Conference Room was outvoted since the space and weight required would be too heavy. They will therefore remain in the "M" stores.
3. Directive Number 9 had been issued on Friday to all offices and preparations to begin listing by Archives were in hand.
4. The question of boxes is still awaiting the signature of the Brigadier for wood. It was agreed by Camp Commandant that if this was sanctioned, arrangements could be made for the carpenter to work in Archives Branch.
5. Capt. ROWLANDS has joined DP S/C this week and the Administration work would be supervised by Major Harrison in future.
6. A plan to open the Conference Room as a Typing Pool Room is under review and will be brought up at the next meeting. This will mean the

Capt. CANNINGS
Capt. KEENEY

1. Major Harrison stated that the result of the meeting of May 10th was as follows:
 - (a) Files were to be merged after the instructions under Directive Number 9 had been carried out.
 - (b) "Y" Section was closed and would be re-opened as soon as files were received from Headquarter Sections in the Conference Room.
 - 2.(a) The LOMBARDIA Files will be called for by "M" Section as and when required.
 - (b) It was decided to complete the preparation of files in Room 42 after the Southern Region was finished. This includes Region I/5/9. Any Headquarter Files would be sent to Room 14 in order that Room 42 could be kept clear.
 - (c) It was agreed that the suggestion to send files already prepared for Micro-filming to the Conference Room was outwoted since the space and weight required would be too heavy. They will therefore remain in the "M" stores.
3. Directive Number 9 had been issued on Friday to all offices and preparations to begin listing by Archives were in hand.
4. The question of boxes is still awaiting the signature of the Brigadier for wood. It was agreed by Camp Commandant that if this was sanctioned, arrangements could be made for the carpenter to work in Archives Branch.
5. Capt. ROWLES has joined DP S/O this week and the Administration work would be supervised by Major Harrison in future.
6. A plan to open the Conference Room as a Typing Pool Room is under review and will be brought up at the next meeting. This will mean the closing of Room 14 and the Staff moving into third Floor.
7. Staff Leave. Names are to be submitted for those civilians to who leave is due. Capt. CANNINGS is preparing lists.
8. Major Harrison agreed to contact G-1 British (Capt. SAVILL) in order to obtain any further British or American Staff for "Y" Section.

J.M. Harrison

MAJ. HARRISON, M.A.S.
O.I./S ARCHIVES BRANCH

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTS ALLIED COMMISSION
ARCHIVES BRANCH
MINUTE SLIP

DATE..... 17 MAR 47

FROM Major H.M. Harrison TO

Capt. T. Rowlands
Capt. C.B. CANNING
Chief Clerk

Folio (s) Referred

FOR Action
Information
Remarks
Signature

Please retain

00-25

STAFF CONFERENCE

May 10th 1946

20/AB
"R"
"S"
~~384~~

Present Major Harrison
Capt Rowlands
Capt Cannings
Capt Weden.

1. Major Harrison stated that he had called the meeting to discuss

- (a) the merging of old files recently received into present series already listed
- (b) the present and future position of "R" Section in regards to Microfilm Section and the best method for both Sections to deal with (a).

2. After some helpful discussion the following points were postponed for examination by the next Staff Meeting on May 18th.:-

- (1) LOBARDIA files to be accepted, checked, cleaned and reboxed in their present boxes by "M" Section at a date to be decided (at next meeting if possible).
- (2) The present "R" Staff to be absorbed as soon as convenient by either "M", the Typing Pool or added to Searching Section for listing and other duties.
- (3) The Files of Headquarters A C to be sent to the Conference Room from the various S/Commissions and Branches as and when they close down. These to be checked, Archive Grouped and bundled for Rooms L1 or L2 as directed OR to await disposal by the Microfilm Section, (always bearing in mind the possibility of a MOVE by Archives before these can be handled by "M").

NOTE. The possibility of a Directive (Ex. Com No. 9) being prepared next week, should be remembered, which will order each S/Commission to appoint a Records Officer who will be responsible for all queries upon their Files. The use of the Conference Room for (3) will be very convenient when this takes place.

- (4) All files prepared and boxed by "M" for Microfilm to be sent up to Conference Room so that Searchers will be able to work in good light and space and under Officer supervision.

M. M. Harrison
M.M. Harrison Major
O I/c Archives Branch.

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTS ALLIED COMMISSION
ARCHIVES BRANCH
MINUTE SLIP

DATE..... 25 APR 1946

FROM Major H.M. Harrison TO

Capt. T. Rowlands

Sgt. L.G. Gammings

Chief Clerk

Referred
Sgt. Widen
Lieut. Taylor

FOR Action W/notes of S/C 27/12/46

Information
Remarks
Signature

Please retain.

63-23

HEADQUARTERS ALLIED COMMISSION
APO 394
ARCHIVES BRANCH

27 April 1946

REF. :- 20/AB.

MINUTES OF STAFF CONFERENCE - 27 April

Minutes of last Meeting reviewed:-

(a) "DON'T SAY IT, WRITE IT". No Information Sheets having yet been received by Admin. Officer, it is requested that this system be renumbered so that information of interest to Archives be automatically recorded as and when it is received by members of the staff.

1. 'R' Section Output this week showed a decrease in actual files cleared but the AWONA files are practically ready for storage. The Easter Holiday last Monday interfered with the output of this section a little.
2. 'M' Section again showed an increase of 2%. The Easter Holiday did not decrease this, as a quantity of "easy files" were handled, and the staff worked well.
3. Card Index The total of 6400 (740 last Saturday) showed much better improvement with the new typist and O. i/c. stated that he would be supervising the work next week during Lt. TAYLOR's absence on leave.
4. 'S' Section It was regretted that Pte. MEZDEN has had to be admitted to hospital as a result of an accident on Easter Monday. Frank FELSEWANI is working alone but the Legal Sub-Commission have agreed to permit their Cpl. WELLS to assist for a certain period each day.
5. Admin. Miss GUTZ joined the staff on Tuesday 23rd April and will on the return next week of Miss ARNOLD from leave be attached to the typist pool of Card Index. She will prepare the new Master Lists of the Sub-Commissions files as and when required.
6. Visits Capt. MEZDEN reported upon his visit to ASS UDINE. Copies of Memorandum No 7 and 8 are requested by them. See report on 5/AB.
7. Output. Returns of all sections are again very good and it is hoped that the "million mark" will be passed by 'M' Section

- (a) "DON'T SAY IT, WRITE IT". No Information Sheets having yet been received by Admin. Officer, it is requested that this system be remembered so that information of interest to Archives be automatically recorded as and when it is received by members of the staff.
- 1. 'R' Section Output this week showed a decrease in actual files cleared but the ARCHA files are practically ready for storage. The Easter Holiday last Monday interfered with the output of this section a little.
- 2. 'M' Section again showed an increase of 9%. The Easter Holiday did not decrease this, as a quantity of "easy files" were handled, and the staff worked well.
- 3. Card Index The total of 6400 (740 last Saturday) showed much better improvement with the new typist and O. i/c. stated that he would be supervising the work next week during Lt. TAYLOR's absence on leave.
- 4. 'S' Section It was regretted that Pte. KEENE has had to be admitted to hospital as a result of an accident on Easter Monday. Frank FEISEWANI is working alone but the Legal Sub-Commission have agreed to permit their Opl. WELLS to assist for a certain period each day.
- 5. Admin. Miss GUTZ joined the staff on Tuesday 23rd April and will on the return next week of Miss ARNOLD from leave be attached to the typist pool of Card Index. She will prepare the new Master Lists of the Sub-Commissions files as and when required.
- 6. Visits Capt. WEDDEN reported upon his visit to MSB UDLE. Copies of Memorandum No 7 and 8 are requested by them. See report on 5/AR.
- 7. Output. Returns of all sections are again very good and it is hoped that the "million mark" will be passed by 'M' Section today.
- 8. Comment. Brigadier Lush expressed his thanks today to all the staff for their continued good work.

JM Macarone
MAJOR,
O I/C ARCHIVES BRANCH

HEADQUARTS ALLIED COMMISSION
ARCHIVES BRANCH
MINUTE SLIP

DATE..... APR 25 1946

FROM Major H.M. Harrison TO

Capt. T. Rowlands
Capt. A.G. Condit
Chief Clerk
LEUT. TAYLOR

Folio (a) Referred

MINUTES OF S/C - 19-1-46

FOR Action
Information
Remarks
Signature

Please return *[Signature]*
T. ROWLANDS

APR 25 1946

HEADQUARTERS ALLIED COMMISSION
APO 394
ARCHIVES BRANCH

Ref:- 20/AB.

24 April 1946

MINUTES OF STAFF CONFERENCE - SATURDAY 19 APRIL

Minutes of last Meeting reviewed :-

- (a) Card Index Staff: Much improvement shown with exception of LEA PURIFICATI who is still unsatisfactory and will leave this week. Increase in Typing Pool to begin but only with experienced typists of good recommendation.
- (b) MUA Files have been collected by that Branch for listing.

1. 'R' Section output showed good work this week and should be cleared in about one month. Floors require washing down thoroughly.
2. 'M' Section showed again an increase in daily output, despite loss of Cpl. HELLINGER who returned to England last week.
3. Staff. Frank PELESOVANY has joined Pte. MURDEN in 'S' Section and is working satisfactorily.
4. Information. It had been decided to adopt an information sheet (25 A/B) for use throughout the sections to record any details which might be considered useful to Archives at any time. Blank sheets had been issued to all sections.
5. Output. Returns from all sections again show an increase which in view of the lost time expected during Easter, was highly satisfactory.

[Handwritten Signature]
 N.M. HARRISON,
 MAJOR,
 ARCHIVIST.

LIA PURIFICATI who is still unsatisfactory and will leave this week. Increase in Typing Pool to begin but only with experienced typists of good recommendation.

(b) MEMO Files have been collected by that Branch for listing.

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4. Information. It had been decided to adopt an information sheet (25 A/B) for use throughout the sections to record any details which might be considered useful to Archives at any time. Blank sheets had been issued to all sections.
5. Output. Returns from all sections again show an increase which in view of the lost time expected during Easter, was highly satisfactory.

[Handwritten Signature]
 H.M. HARRISSON,
 MAJOR,
 ARCHIVIST.

78-20

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTS ALLIED COMMISSION
ARCHIVES BRANCH
MINUTE SLIP

DATE... 13 APR 1945

FROM Major N.M. Harrison TO

Capt. T. Rowlands
Capt. L. B. CANNINGS
Chief Clerk H

Folio (s) Referred Capt. WEDEN W
dist. TAYLOR CH

FOR Action
Information
~~Remarks~~
~~Signature~~

00019

HEADQUARTERS ALLIED COMMISSION
APO 334
ANTWERP BRANCH

Ref: - 20/AT.

13 April 1946

MINUTES OF STAFF CONFERENCE - SATURDAY 13 APRIL

Minutes of Last Meeting reviewed :-

- (a) Card Index Section: The total output this week had received a set back through the typing of surplus cards (Originators Lists) which also embody a sporadic fault were of no use! These had to be made up to reach the minimum total of 6000 per week. Beyond that, output had improved.
- (b) MIA Files had not been called for. Steps to be taken to return these on Monday next. *COLLECTED 15-4-46*
- (c) Deception Centre. Agreed to leave there until all the material had been handled and grouped.
- (d) Staff. Whilst it was agreed that FRU Baird was a willing worker, he was considered not up to the necessary standard for team-working in the Section. *Action G-1(A) 15-4-46 - Foster to SUPER-GARAGE.*
- 1. The Card Index Staff to be reviewed by end of month so that a team of first class typists be selected as the Typing Pool; English speaking typists of a good speed for preference.
- 2. Purposes. Capt. Woolson stated that he was in touch with purchasing officer re faulty purchase from WILSON. The situation next week would have to be watched in order not to interfere with output; a letter to HQ Qmtt concerning this should be sent out. *FRANK CONTACTED 10:00 PM ON 11th May.*
- 3. New Procedures. The matter was in the hands of the Polish (A) and (B) and further progress expected shortly. *Question of present German Records being handed in their late payments*
- 4. Section. A check was instituted of the total documents based and handled by office area. Allowing a quota of 7000 sheets per day, (3.5

of last meeting reviewed :-

- (a) Card Index Section. The total output this week had received a set back through the typing of surplus cards (Origination Lists) which altho nobody's ap-
cific fault were of no use; These had to be made up to reach the minimum total of 600 per week. Beyond that, output had improved.
- (b) WPA Files had not been called for. Steps to be taken to return these on Monday next. COLLECTED
15-4-46
- (c) Section Cards. Agreed to leave these until all the Section had been handled and grouped.
- (d) Staff. Whilst it was agreed that FRO Baird was a willing worker, he was considered not up to the necessary standard for team-working in this Section. Action G.I.(A)
15-4-46 - Foster
to Joyce-GARABE.

1. The Card Index Staff to be reviewed by end of month so that a team of first class typists be selected as the Typing Pool; English speaking typists of a good speed for preference.

2. Pyrites. Capt. Reslonis stated that he was in touch with Purchasing officer re supply purchase from Milano. The situation next week would have to be watched in order not to interfere with output; a letter to HQ Qmt concerning this should be sent out. FRANK CONRACES
FIN & INV ARE ON
THE WAY.

3. Inventory. The matter was in the hands of the Finance (A) and further progress expected shortly.

Question of present
General Records being
housed in their late
premises

4. Section. A check was instituted of the total documents filed and filled by each area. Allowing a quota of 7000 sheets per box, (3.5 c.ft.) per 7000) a total of 760,000 sheets was assessed. The return of 749,000 sheets this week showed that the average of 40 sheets per file was a good standard for future estimates.

5. Output. Returns this week from all Sections showed good progress and the Branch was congratulated upon its output generally.

98018

M. S. SANDERSON,
Major,
Auditor.

HEADQUARTERS ALLIED OWN EMPIRE
APO 334
ARROYO BARCELONA

124

Ref: 29/B.

8 April 1946

MINUTES OF STAFF CONFERENCE - SATURDAY 6 APRIL

1. Minutes of last meeting reviewed :-

- (a) Budget Files have been received in Room 14, for storage.
- (b) Card Index Section. Reorganisation of Staff commenced - Copy of LSA Purification unsatisfactory - wanted.
- (c) Purchases. Ten string purchases received from Milan.
- (d) Labour Files received, indexed and placed in files.

2. Card Index Staff.

O i/c stated that the Card Index Staff was today transferred to Room 14 - Lt. Taylor absent on Parade duty.

3. New Premiums. Since no reply from COM has arrived re obtaining the future of Archives, nothing can be done officially towards the obtaining of new Premiums. Brig. Lamb to be contacted upon this question next-week.

4. IMIA Files. 4/Sgt. Atterly reported that 4720 files received from IMIA are in a very confused state and that applications for files are not able to be met without a great loss of time. It was agreed that they should be returned for proper arrangement before acceptance.

5. Filing Card of S. Martin. Question of date of commencement to be brought forward at next-meeting. *Wm. J. Cook*

6. Staff. It was decided to post 1940 BAIID to 7th Section during Dr. Mason's absence for a week and then probably attach him to "S" under Pto Martin for instruction.

Wm. J. Cook
W.M. HARRISON,
Major,
Archivist.

1. Minutes of last meeting reviewed :-

- (a) Budget files have been received in Room 14 for storage.
- (b) Card Index Section, Reorganization of Staff examined - copies of Lia Purification unsatisfactory - warned.
- (c) Purches. Ten string punches received from Milan.
- (d) Labour Files received, indexed and placed in bins.

2. Card Index Staff.

O I/c stated that the Card Index Staff was today transferred to Room 14. - Lt. Taylor absent on Parade duty.

3. Law Expenses. Since no reply from OCS has arrived re obtained the future of Archives, nothing can be done officially towards the obtaining of new premises. Brigadier to be contacted upon this question next-week.

4. WIA Files, 2/3gt. Atterly reported that 4720 files received from WIA are in a very confused state and that applications for files are not able to be met without a great loss of time. It was agreed that they should be returned for proper arrangement before acceptance.

5. Filing Card of S. Mason. Question of date of commencement to be brought forward at next-meeting. *Print of checks*

6. Staff. It was decided to post PCO BAIN to 7th Section during Mr. Mason's absence for a week and then probably attach him to 5th under Pto Martin for instruction.

AMM
H.M. HARRISON,
Major,
Archivist.

D U KERRI ALIAD COMMISSION
110 394
ARCHIVES BRANCH

11A

(Capt. Rowlands absent)

Ref :- 24/13.

30 March 1946

MINUTES OF STAFF CONFERENCE - SATURDAY 30 MARCH

1. Minutes of last meeting reviewed :

- (a) Budget 3/Section files to be brought to '42' level immediately after the finish of the last 5 Provinces of Venezuela Region next-week - Chief Clerk to phone Oa/c when they are ready for storage.
- (b) Typing and Card Index Section. Reorganisation begins from next Monday Signore Grassano as Assistant to Lt. Taylor Drilly out put of 400 Cards by each operator. Lists and Cards to be prepared the night before so that days work can begin at once.
- (c) Purchases. Capt. Rowlands is bringing a small supply from Naples.
- (d) Labour files ready for acceptance during the coming week and all other points raised at last meeting cleared.

2. Capt. Keen suggested the Piling Cards of Southern Region be commenced whilst "A" is preparing these files so that any sorting of files can be done by Card rather than by lists. This was approved - Being Forward at Conference in 2 weeks time.

3. S/Asst. Atterby reported arrival yesterday of 73 boxes of Lombardi H. S. files, Capt. LOUGH Records Officer coming in on Monday to check any details.

4. O I/c read the minute to Executive Commissioner re closing of ALCOH branches.

5. Capt. Cunnings suggested the need for new ARCHIVES premises should not be overlooked - Bring this forward next Conference.

W. H. HARRISON

W. H. HARRISON,
Major,
Archivist.

1. Minutes of last meeting reviewed :
 - (a) Budget 3/Section files to be brought to '42' level immediately after the finish of the last 3 provisions of Venezia Region next week - Chief Clerk to phone CA/o when they are ready for storage.
 - (b) Typing and Card Index Section. Reorganization begins from next Monday Signore Grassano as Assistant to Lt. Taylor Daily cut out of 400 Cards by each operator. Lists and Cards to be prepared the night before so that days work can begin at once.
 - (c) Lunches. Capt. Romanis is bringing a small supply from Naples.
 - (d) Labour files ready for acceptance during the coming week and all other points raised at last meeting cleared.
2. Capt. Nolan suggested the Filing Cards of Southern Region be covered whilst 'A' is preparing these files so that any sorting of files can be done by Card rather than by lists. This was approved - Bring Forward at Conference in 2 weeks time.
3. S/sgt. Atterby reported arrival yesterday of 73 boxes of Lombardia H. A. files, Capt. Lombard Records Officer coming in on Monday to check any details.
4. O I/o read the minute to Executive Commissioner re closing of ALCOM branches.
5. Capt. Gannings suggested the need for new ARCHIVES premises should not be overlooked - Bring this forward next Conference.

M. H. Gannings

MAJ. HARRINGTON,
Major,
Archivist.

HEADQUARTS ALLIED COMMISSION
ARCHIVES BRANCH
MINUTE SLIP

DATE... 25 MAR 1946

FROM Major H.M. Harrison *MMG* TO

Capt. T. Rowlands
Capt. G. B. CANNING
Chf of Clerk

Folio (s) Referred
Capt. WEDEN
Lt. TAYLOR

FOR Action
Information
~~Remarks~~
~~Signature~~

*Lieut Taylor Please note 1 & 2 on
card inside file cover.*

25/3/46

[Signature]
Capt

00015

101

HEADQUARTERS ALLIED COMMISSION
APO 394
ARCHIVES BRANCH

Ref. :- 20/AB.

25 March 1946

MINUTES OF STAFF CONFERENCE - SATURDAY 23 MARCH

1. Minutes of last meeting reviewed :-

- (a) Files for Room 14. After discussion it was decided to send down BUDGET 3 Section files from Conference Room, since these had been listed and checked. Displaced Persons Files had been merged into their place in Room 14. Remainder to stay where they were.
- (b) "3" Section instructions completed and working.
- (c) Capt. Rowlands had only been able to spend a minimum of time in "3" Hopes to get more next-week.
- (d) Typing Pool - Notes ^{WAS} that output low. Lt. Taylor was asked to set a target per hour for each operator. Also to have orange Card inserted when taken away the Envelope and list from the Archive Box File.
- (e) Punches were being continually demanded. C/O had given Name and address of one firm to H.Q. Commandant and Capt. Rowlands said he was going with the Supply Officer next-week to assist in the purchase of these.

FILES IN

- 2. It was stressed by C/O that owing to lack of staff to accept and check, no S/C or Branch of H.Q. were to release files to Archives without approval, at present.
- 3. Labour Files would be accepted about Thursday next-week. These had been already cleaned and listed by Labour S/C.
- 4. "2" Return. The total files checked and listed for storage for this week was only 704 (Venetia Region). This was explained by the amount of queries in the Regional files - C/O requested the return to be reviewed by Monday, since the checking of the BUDGET Control files had not been shown and the totals of files in Regions were approximate and not as stated by the List.
- 5. "4" Section. Since Region IV was now completed (470,000 sheets) Capt. Cunnings states he would commence Region VI (Sardinian) on Monday and hopes to complete this next-week. He then would commence Region I. C/O asked whether the files Southern Region could be

- (a) Files for Room 14. After discussion it was decided to send down BUDGET 3/Section files from Conference Room, since these had been listed and checked - Displaced Persons Files had been merged into their place in Room 14. Reminder to stay where they were.
- (b) "S" Section instructions completed and working.
- (c) Capt. Rowlands had only been able to spend a minimum of time in "R" Hopes to get more next-week.
- (d) Typing Pool - Notes ^{was} that output low. Lt. Taylor was asked to set a target per hour for each operator. Also to have orange Card inserted when taken away the Envelope and list from the Archive Box File.
- (e) Punches were being continually demanded. CI/c had given name and address of one firm to H.Q. Commandant and Capt. Rowlands said he was going with the Supply Officer next-week to assist in the purchase of these.

" FILES IN "

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- 3. Labour Files would be accepted about Thursday next-week. These had been already cleaned and listed by Labour S/C.
- 4. "R" Return. The total files checked and listed for storage for this week was only 704 (Venetia Region). This was explained by the amount of queries in the Regional files - CI/c requested the return to be reviewed by Monday, since the checking of the BUDGET Control files had not been shown and the totals of files in Regions were approximate and not as stated by the List.
- 5. "M" Section. Since Region IV was now completed (470,000 sheets) Capt. Cannings states he would commence Region VI (Sardinia) on Monday and hopes to complete this next-week. He then would commence Region I. CI/c asked whether the files Southern Region could be examined for checking shortly, while the staff was comparatively fresh and the weather still cool. Capt. Cannings and Capt. Feden would go into this next-week.
- 6. The output Chart of "M" Section showed a steady and most satisfactory rise since moving down to their present offices.

M. Harrison
 M.M. HARRISON,
 Major,
 Archivist.

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTS ALLIED COMMISSION
ARCHIVES BRANCH
MINUTE SLIP

DATE.....

FROM _____ TO _____

Major N.M. Harrison

Capt. T. Rowlands

~~Capt. T. Rowlands~~
Chief Clerk

Folio (s) Referred

FOR Action
Information
Remarks
Signature

00013

9A

HR/a

16 March 1946

MINUTES OF STAFF CONFERENCE - 3 TUESDAY 16 March

ARCHIVES BUREAU

Ref: 20/43

1. The minutes of the previous meeting were read and it was noted that all points had been actimed.
2. Files under para. 4 were ready for transfer from Conference Room to room 14 as follows:
 - BUDGET Sub-Section 15 bundles (ready)
 - Magl-out persons files 6 bundles
 - Typing Control 15 bundles
 - M I A 750 files

(Motor Truck Section not listed or counted) -
 It was decided to inspect the Typing Control papers before transfer to room 14.
3. The instruction in the duties of '8' (Storage and Se-rolling) Section were being redrafted by next week.
4. Capt. Rowlands will join '9' Section for a period of instruction on duty in addition to his other duties.
5. The new room No. 11 (para. 6 last minutes) will be allotted to a TYPING POOL, which, whilst constituting a nucleus for additional staff for '9' Section, will continue with the Card Index. Lieut Taylor (A) will take over this.
6. The question of absenteeism was discussed and it was agreed that failing a Doctor's certificate being produced by the absentee, pay would be deducted against lost time.
7. It was reported that the bundles in '9' Section were rapidly wearing out. So far demands for replacements were stated to be unobtainable by local purchase. Matter was brought forward for further report at the next meeting.

B/F

W. H. Harrison
Major
Colonel

16 March 1946

10012

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTS ALLIED COMMISSION
ARCHIVES BRANCH
MINUTE SI

DATE..... 9 MAR 1946

FROM	TO
Major N.M. Harrison	
Capt. T. Rowlands	<i>TR</i>
<i>Capt. I. G. EYNNINGS</i>	<i>TR</i>
Chief Clerk	

Folio (s) Referred

FOR Action
Information
Remarks
Signature

03011

MT TRUCK
Grand P files
Via mail
Ref. : 20/43

REC/LG

9 March 1945

HEADQUARTERS ALLIED COMMISSION
APO 394
ARCHIVES BRANCH

MINUTES OF STAFF CONFERENCE - SATURDAY 9 March

- 1. It was decided to re-draft the weekly Progress Report on separate sheets and re-submit by the next meeting. " R "
" S "
"N/P"
- 2. That the Microfilm Section be moved, if possible, to the Small Conference Room on Monday as output was now being lost through lack of space and light in the Big Conference Room. "N/P"
- 3. That the curtains in the Big Conference Room be immediately taken down and the windows cleaned in accordance with the Brigadier's instructions. " R "
"Admin"
- 4. That a return of the contents of the Big Conference Room be made by Lt. Taylor and S/Sgt Atterby showing all the files and the Branches concerned and that this ~~show~~ be submitted by the next conference (16 March). " R "
- 5. After discussion it was decided that the files which have been cleared should not go back in the bundles, but shall be boxed and recorded ready for filming and that the Admin Officer shall apply for 100 more boxes for this purpose. "Admin"
- 6. That the utmost effort be made to obtain at least 2 rooms adjoining Room 14 for Admin. Officer and Central Inquiry Room. Capt. Rowlands was asked to see to this. "Admin"

Harrison
H.M. HARRISON
Major, G.S.
Archivist

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"N/P"

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"R"
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"Admin"

N.M. Harrison
N.M. HARRISON
Major, G.S.
Archivist

03010

HEADQUARTS ALLIED COMMISSION
ARCHIVES BRANCH
MINUTE SLD

DATE..... 8 MAR 1946

FROM	TO
Major N.M. Harrison <i>mlb</i>	
Capt. T. Rowlands	
Capt. J. G. CANNINGS <i>Y</i>	
Chief Clerk	

Folio (#) Referred
WEEKLY PROGRESS REPORT
 FOR Action
 Information
 Remarks
 Signature

*Please hand in attached
 progress report, completed at
 weekly conference tomorrow
 Sat 9 3 46 - 0900 hrs.
 Room - 82 2nd Floor Annex*

8 MAR 1946 00009 *TR*
 T. ROWLANDS
 CAPT.

WEEK ENDING 2 March 50

PROGRESS REPORT

ARCHIVES BRANCH

7A

MICRO-FILM

" M " SECTION

Files checked this week
Add last week
Total to date

. 3083 Average per team . 170 . Docs . 123320
 : 4207 files 484 Average last week 62 1/2 files per day

STAFF :

Officers	NCOs	Staff Admin	Civilians
2	1	5	10 (1 absent sick)

SIGNED : J. Conway 168,280
 Total Docs to date

THIS RETURN MUST BE PREPARED EVERY FRIDAY EVENING FOR SATURDAY MORNING CONFERENCE

03908

WEEK ENDING 3/3/66 PROGRESS REPORT ARCHIVES BRANCH 64
 RECEIVING & RECORDING " R " SECTION

Regional files still to check, according to lists received	REGION or HQ <i>Riviera Region</i> <i>Concordia Region</i> <i>Jamaica Region</i> <i>Various</i>	FILES Approx. total . . . <i>1744</i> <i>5744</i> . . . <i>Photocopies & Prints 1000</i>										
Files completed for storage this week <i>NONE</i> Bundles Files											
REMARKS :	<i>No files completed for storage as room has been prepared for photo unit!</i>											
STAFF :	<table border="1"> <thead> <tr> <th data-bbox="829 1201 1048 1244">Officers</th> <th data-bbox="1048 1201 1266 1244">NCOs</th> <th data-bbox="1266 1201 1550 1244">Snr-Admin</th> <th data-bbox="1550 1201 1900 1244">Civilians</th> <th data-bbox="1900 1201 2031 1244">TOTAL</th> </tr> </thead> <tbody> <tr> <td data-bbox="829 1244 1048 1315">1</td> <td data-bbox="1048 1244 1266 1315">1</td> <td data-bbox="1266 1244 1550 1315">1 Soldier</td> <td data-bbox="1550 1244 1900 1315">2</td> <td data-bbox="1900 1244 2031 1315">5</td> </tr> </tbody> </table>		Officers	NCOs	Snr-Admin	Civilians	TOTAL	1	1	1 Soldier	2	5
Officers	NCOs	Snr-Admin	Civilians	TOTAL								
1	1	1 Soldier	2	5								
	SIGNED : <i>[Signature]</i> 5/3/66 i/c											

THIS RETURN MUST BE PREPARED EVERY FRIDAY EVENING FOR SATURDAY MORNING CONFERENCE

785021

5A
NH/18

HEADQUARTERS ALLIED COMMISSION
APO 394
ARCHIVES BRANCH

STAFF CONFERENCE

2 March 1946

Conference attended by all Officers and
S/Sgt Atterby.

1. Major Harrison reviewed the progress made since the last Staff Meeting on Saturday February 9 to 11.

2. The following points were brought up for discussion :

(a) The tying of bundles. S/Sgt. Atterby raised the question whether the new method would be as secure as that at present used by him. It was decided to institute a tying and security test, both for tying up the bundles and the untying (for searching) before a decision is finally reached.

(b) Capt. Rowlands discussed the question of increase of staff. He suggested that he was in touch with Capt. Gaulkin upon an increase of Civilian personnel to be employed until the closing of A.C.

(c) Capt. Canning said he did not require further staff until it was decided what output was necessary and what number of documents could be micro-filmed per day.

(d) After discussion, Maj. Harrison proposed that Lt.Col. Jackman could be invited to attend a conference upon the whole question of (c) and that no cable be sent to CCOs until this had been fixed.

3. Maj. Harrison read the telephone message received from Lt. Col. White yesterday. Since a reversal of micro-filming policy was again being suggested by G-5, he asked that ~~the~~ Officers would send to him any points for discussion with Lt.Col. White when he came to Rome on Wednesday in order that these could be put before Brig. Lush at that time.

N.M. Harrison
Maj. G.S.
Archivist

785021

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(a) The tying of bundles. S/Sgt. Atterby raised the question whether the new method would be as secure as that at present used by him. It was decided to institute a tying and security test, both for tying up the bundles and the untying (for searching) before a decision is finally reached.

(b) Capt. Rowlands discussed the question of increase of staff. He suggested that he was in touch with Capt. Gaulkin upon an increase of Civilian personnel to be employed until the closing of A.C.

(c) Capt. Carrington said he did not require further staff until it was decided what output was necessary and what number of documents could be micro-filmed per day.

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N.M. Harrison
Major

N.M. HARRISON
Major, G.S.
Archivist

785021

ALLIED COMMISSION Archives Branch

9th Feb 1946

CONFERENCE

A g e n d a

Copies to Capt. Rowland
Popk. Cannon
S/S A. H. Erby

1. Duty of Archives is to collect arrange index classify and house the Records of A.C. Why?
by
2. Micro-film Unit's job is to record and store, photo a copy of the vital parts of these for the convenience and reference of the Allied Headquarters in London & Washington.
3. Since the M.F.U has a complete organization by which they can assess with accuracy their operations and have a Target Date we must immediately set about planning the whole of our Recording with this in view.
4. To apply M F U principles to AC Records the following work must begin

- (a) List our operations up to the actual delivery for MFU
- (b) Work out as near as possible an accurate time-study for each operation to assess how many clerks and how long it will take.
- (c) See whether we can get as many of MFU's staff to co-ordinate and save their people losing time after D Day.

TIME STUDY QUESTIONS

Allowing for usual holidays, how many working hours are there until "D" Day (April 15th) 45 days of 8 hours560 hours.

How long does it take to rebind 10 files

How long for150,000.....

How many operators and where can we put them?

How long will it take to COUNT all the Archives? 2 men counted 14000 in 5 days...
This is too long. Whilst accuracy is expected at this rate it will take 75 days to just count the files using two men to do it.

How long will "R" take to check and prepare the rest of the Regional files for "S" (up to 42 level?)

5 It must be stressed that no amount of talk will save off the fact that MFU work is to be done and our best and only argument is to get clear in our minds just how long we want to get the job ready for them and HOW MANY people we shall want to do it.

6. The list of OPERATIONS as I visualise are

(a) ... check by counting the files in the

... immediately set about planning the whole of our Recording with this in view.

4. To apply M F U principles to AC Records the following work must begin

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Allowing for usual holidays, how many working hours are there until "D" Day (April 15th) 45 days of 8 hours360 hours.

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How long will "R" take to check and prepare the rest of the Regional files for "S" (up to 42 level?)

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6. The List of OPERATIONS as I visualise ~~is~~ are

- (a) TAKE a Stock check by counting the files in the envelopes. Get the return from HQ Sub-Commissions of files still with them. roughly
- (b) Rebind nearly every file in the Records, screening where possible
- (c) SCREEN the more important files (under Officer supervision)
- (d) Pack and prepare for shipment either to the Camera Studio in Rome or to Caserta.

20005

At a Conference of Archives

Saturday 9th Feb.

Present Major Harrison, Capt Rowlands, Capt Cannings, S/Sgt Atterby

Business. Discussion upon Operations in connection with Micro-filming and other activities.

1. Progress of Property Control. LIGURIA REGION completed this week and LOMBARDIA started (Box 6 finished of L.) Delay with American and French Embassies in the collection of their boxes. All boxes painted with the names of the Embassies concerned.
2. MICRO-FILM A.C. Major Harrison presented an Agenda of the actual operations in connection with Archive work as well as those to be planned for MICRO-FILMING.
3. TIME STUDIES After discussion it was agreed that Capt. Cannings should immediately go into the question of Time-Study of the operations in the Agenda and discuss the matter again on Monday next.

Meeting adjourned

4. STAFF B.O.R's At the reassembling of the meeting on Feb 11th, Maj. Harrison said he had learned that the agreed Estab. for Archives was only three (3) O.R'S and he presumed a similar number of American G.L's. Since the work in preparing Archives for M.F.U would require a staff of at least 2 B/A personnel to one Ital, civilian, it was agreed that we should get the assistance of any Brit/Amer clerks available on a loan basis.

SCREEN. (Capt. Cannings)

OFFICES f^r SCREENING S/Sgt Atterby suggested that the smaller Conference room be used if possible for "S" binding and preparing for shipment to M.F.U. Capt. Rowlands will see to this.

CENSUS. In the meantime a census of Files both within Archives and to come from S/C's and elsewhere was being made with the utmost possible speed.

N.M. Harrison
N.M. Harrison. *Major*

00004

HEADQUARTERS ALLIED COMMISSION
APO 374
ARCHIVES BRANCH

184H/1E

2 February 1946

CONFERENCE

Room 42

Weeks progress report

Property Control has commenced Liguria Region and nearly completed the second box of four.

Regions IV, V, VIII and IX have been completed and the Southern Regions finished by the 31st of January.

"R" Section

1. Toscana Region completed and sent to "S" to-day.
2. Clean up Conference Room on Monday and commence V Army check on Tuesday.
3. Commence to work in teams of 3 (six men) on Tuesday on Region X.

"S" Section

1. Have completed the counting of Region IV files (total 14,000).
2. Have rebound VIII Army files (39 bundles).
3. Checked up of orange folders (5,000).
4. Moving the remainder of Southern Region files to MT Storeroom to-day.

Micro-film Unit at Caserta

Capt. Rowlands and S/Sgt Atterby to visit them on Monday and obtain information from Col. Jackmann re the Brigadier's letter on "screening".

Room 35 - Files are all cleared and sent to Conference Room.

Filing cards - The sample cards cut for filing are too thin and not cut sufficiently exact for filing purposes. Capt. Rowlands is in touch with the Printing Office for a thicker card and a quantity up to 200,000.

"R" Section - The subject of how the work in the Conference Room should be done in future was discussed. S/Sgt Atterby stated that 3 teams of 2 persons would be sufficient to check the files of a Region and prepare these for storage. It was agreed therefore that on Tuesday Pte Martin and two of Capt. Rowlands Italian clerks should report to the Conference Room to make up these teams under Corporal Bellinger.

"R" Section

1. Toscana Region completed and sent to "S" to-day.
2. Clean up Conference Room on Monday and commence V Army check on Tuesday.
3. Commence to work in tears of 3 (six men) on Tuesday on Region X.

"S" Section

1. Have completed the counting of Region IV files (total 14,000).
2. Have rebound VIII Army files (39 bundles).
3. Checked up of orange folders (5,000).
4. Moving the remainder of Southern Region files to MT Storeroom to-day.

Micro-film Unit at Caserta

Capt. Rowlands and S/Sgt Atterby to visit them on Monday and obtain information from Col. Jackmann re the Brigadier's letter on "screening".

Room 35 - Files are all cleared and sent to Conference Room.

Filing cards - The sample cards cut for filing are too thin and not cut sufficiently exact for filing purposes. Capt. Rowlands is in touch with the Printing Office for a thicker card and a quantity up to 200,000.

"R" Section - The subject of how the work in the Conference Room should be done in future was discussed. S/Sgt Atterby stated that 3 teams of 2 persons would be sufficient to check the files of a Region and prepare these for storage. It was agreed therefore that on Tuesday Pte Mardin and two of Capt. Rowlands Italian clerks should report to the Conference Room to make up these teams under Corporal Bellinger. S/Sgt Atterby would then be free to contact the Chief Clerks of the various Sub-Commissions and Branches in Headquarters for general supervision of Archives Branch.

JM Harrison
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Daily progress reports

ALLIED COMMISSION
APO 395
(Archives Branch)
Property Control

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Ref: 7/AB

1 February 1946

SUBJECT: PROPERTY CONTROL

TO : Major N.M. HARRISSON.

When we took over the Property Control Section on the 21st of January, Region IV, V, and VIII had already been done.

Since the 21st of January all the Southern Regions have been finished, Region IX has also been done.

We have started Region X (Liguria) and have nearly finished the second ~~envelope~~ *of 4*.

See RMH

HEADQUARTERS ALLIED COMMISSION
APO 324
ARCHIVES BRANCH

MH/LG

2 February 1946

C O N F E R E N C E

Room 42

Weeks progress report

Property Control has commenced Liguria Region and nearly completed the second box of four.

Regions IV, V, VIII and IX have been completed and the Southern Regions finished by the 31st of January.

"E" Section

- 1. Toscana Region completed and sent to "S" to-day.
- 2. Clean up Conference Room on Monday and commence V Army check on Tuesday.
- 3. Commence to work in teams of 3 (six men) on Tuesday on Region X.

"S" Section

- 1. Have completed the counting of Region IV files (total 14,000).
- 2. Have rebound VIII Army files (59 bundles).
- 3. Checked up of orange folders (5,000).
- 4. Moving the remainder of Southern Region files to MT Storeroom to-day.

Micro-film Unit at Caserta

Capt. Rowlands and S/sgt Atterby to visit them on Monday and obtain information from Col. Jackson re the Brigadier's letter on "screening".

Room 35 - Files are all cleared and sent to Conference Room.

Filing cards - The sample cards cut for filing are too thin and not cut sufficiently exact for filing purposes. Capt. Rowlands is in touch with the Printing Office for a thicker card and a quantity up to 200,000.

"R" Section - The subject of how the work in the Conference Room should be done in future was discussed. S/sgt Atterby stated that 3 teams of 2 persons would be sufficient to check the files of a Region and repair these for storage. It was agreed therefore that on Tuesday Lt. Irwin and two of Capt. Rowlands Italian clerks should report to Conference Room to make up these teams under Corporal Bellinger.

"E" Section

1. Toscana Region completed and sent to "g" to-day.
2. Clean up Conference Room on Monday and commence V Army check on Tuesday.
3. Consensus to work in teams of 3 (six men) on Tuesday on Region X.

"G" Section

1. Have completed the counting of Region IV files (total 14,000).
2. Have rebound VIII Army files (59 bundles).
3. Checked up of orange folders (5,000).
4. Moving the remainder of Southern Region files to MI Storeroom to-day.

Micro-film Unit at Caserta

Capt. Rowlands and S/sgt Atterby to visit them on Monday and obtain information from Col. Jackson re the Brigadier's letter on "screening".

Room 35 - Files are all cleared and sent to Conference Room.

Filing cards - The sample cards cut for filing are too thin and not cut sufficiently exact for filing purposes. Capt. Rowlands is in touch with the Printing Office for a thicker card and a quantity up to 200,000.

"H" Section - The subject of how the work in the Conference room should be done in future was discussed. S/sgt Atterby stated that 3 teams of 2 persons would be sufficient to check the files of a Region & repairs these for storage. It was agreed therefore that on Tuesday Pleurlin and two of Capt. Rowlands Italian clerks should report to Conference Room to make up these teams under Corporal Bellinger. S/sgt Atterby would then be free to contact the Chief Clerks of the various Sub-Commissions and Branches in Headquarters for general information of Archives Branch.

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